



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,

# 1. UNIVERSITY TERMINOLOGY

## ACADEMIC

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.





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





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.

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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.

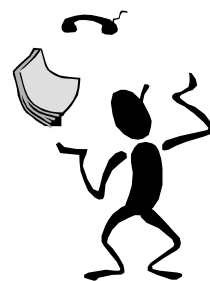
⚠ Remember: “Planned” is not “Registered”!

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!



- x [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
- x 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:

- x 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
- x Withdraw from (drop) courses using Student Planning if it is before the final Voluntary Withdrawal deadline (or final drop date)
- x Review your unofficial transcript
- x View your course schedule
- x Access your final grades
- x Plan your entire degree, from your first course, to the last
- x Track your degree progress
- x View alternative or additional degree programs you may be interested in
- x 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:

- x Detailed information related to programs, courses, student services, academic supports
- x Decision making skills and strategies with regard to your education
- x Feedback on your selection of courses
- x Understanding university requirements, policies and procedures
- x Development of educational plans and evaluation of progress toward your academic goals
- x Referrals to and use of other university and community support services
- x 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](mailto: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.

## ~~5015~~ FIRST YEAR INFORMATION (FYI)

## 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](http://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)