

Finding your
Way Through
THE MAZE



College of
**EXTENDED
LEARNING**

A MESSAGE FROM THE PRESIDENT	2
INTRODUCTION	3
INITIAL DECISIONS AND CONCERNS	4
Is university for me? How can I decide?	4
Can I do the work?	4
Should I study part-time or full-time?	4
What financial assistance is available?	4
What about my children? Is daycare available at the university?	5
How will it affect my family and friends if I decide to go to university?	5
APPLICATION AND ADMISSION	6
What shall I take at university?	6
Will I qualify for admission to the university?	7
How do I apply for admission?	7
Can I get credit for work done elsewhere or for my informal learning experiences?	8
COURSE SELECTION	8
How do I find out what courses are being offered and when they are available?	8
Which course(s) should I start with?	9
REGISTRATION	9
What is registration?	9
When and where do I register?	9
What do I bring to registration?	10
What if the course I want to take already full?	11
What about my UNB student ID card?	11
Besides tuition are there additional student fees?	12
When will I receive my T2202A for my educational tax credit?	12
What else do I need to know about registration?	12
SETTLING IN AS A STUDENT	12
Is there an orientation specifically for adult students?	12
How do I obtain textbooks and course packages?	13
How do I use the library?	13
How do I use WebCT?	14
What do I do about parking on campus?	14
Where can I get help with my courses?	14
Where can I get help with personal or career concerns?	14

What types of information technology services does UNB provide and where can I receive help using these services?	15
Can I get food on campus in the evenings?	15
Are there any groups or organizations for adult students?	15
What can I do if I have a complaint?	15

GLOSSARY	16
Audit	16
Calendar	16
Certificate Program	16
Challenge for Credit	16
Course	17
Course: Full or Year	17
Course: Half or Term	17
Degree Program	17
Full-Time Student	17
Intersession	18
Mature Student	18
Mature Student Applicant	18
No Degree Program	18
Non-credit Courses	18
Online Learning	18
Part-time Student	19
Prerequisite	19
Program of Study	19
Registration	19
Résumé	19
Section	19
Spring & Summer	19
Teleconference Course	20
Term	20
Transcript	20

A Message from the President

Welcome to the University of New Brunswick. I am pleased that you have decided to continue your education at our university. We are anxious to serve you.

We recognize that as an adult learner, whether attending part-time or full-time, you may have special needs and interests. Information about various aspects of our university can sometimes be extremely useful in helping you to satisfy those needs and pursue your interests. There are many resources and facilities at UNB that, if properly used, will assist you in your studies and add to your enjoyment of university life. I encourage you to take advantage of these resources.

To help you find what you need we have prepared this handbook, which we hope you will find useful. Should you need any information not contained in this handbook, Please call the Program Director, Part-time Degree Studies & Adult Learner Services at 506-453-4818 for assistance.

I hope your time at UNB is academically rewarding and personally satisfying.

With best wishes,
John McLaughlin, Ph.D.
President and Vice Chancellor

Introduction

The decision to continue your education is based upon consideration of many factors—your personal aspirations, a weighing of your other commitments, and an assessment of your finances, to name but a few. If you have already decided to take the plunge, welcome aboard! You are in for an exciting time. If you are still feeling uncertain, begin by gathering as much information as possible upon which to base your decision. We hope that you'll find this booklet a useful starting point whether you have already decided to continue your education or are still gathering information.

This booklet outlines the steps involved in getting into and conquering the university and serves as an introduction to the resources available to you at UNB. Contact information (e.g., phone numbers, email addresses) for important resources are included; please use them. Finally, since specialized terminology is used throughout the booklet, a glossary of terms is included.

Finally we encourage you to look also at the Services for Students Guide, which is produced by Student Affairs and Services (506-453-4527 or staffair@unb.ca), the UNB Undergraduate Calendar (online at <http://www.lib.unb.ca/Texts/calendar/> or available in print from the Registrar's Office or UNB's College of Extended Learning [CEL]), and the CEL's print calendar, which comes out twice a year and is available at the CEL. All of these will provide you with valuable additional information about resources, programs, and services available here at UNB.

Initial Decisions and Concerns

Is university for me? How can I decide?

Talk with other adult students - find out what to expect. The Transition to Learning Workshop offered each year in the spring would be useful for making contacts. Contact UNB's College of Extended Learning (506-453-4646 or extend@unb.ca) to find out when it will next be held. In addition ALPS (the organization for Adult Learners and Part-time Students) is always happy to help; they can be reached at 506-453-3596 or alps@unb.ca.

Make an appointment with a career counsellor at Counselling Services (506-453-4820 or counsel@unb.ca) or with the Program Director, Part-time Degree Studies and Adult Learner Services (506-453-4818 or extend@unb.ca) for help with career direction (educational and work goals) and with concerns about returning to school.

Talk to Faculty advisors to get information about the courses and programs that interest you. You can also ask for this kind of advice at the Admissions section of the Registrar's Office. If you are located in a New Brunswick community outside of Fredericton, there is a Community Liaison Representative (CLR) near you who can help you with those early questions and decisions as well as with any stage in the application process. You can contact the College of Extended Learning for the name and number of your local CLR.

Can I do the work?

This is a common concern of adults who are considering university study. Of course, each person's situation is unique, but as a group, adult students are highly motivated and tend to out-perform academically students who are entering directly from high school.

Should I study part-time or full-time?

You will be considered part-time in the Fall or Winter terms, if you register for three courses or fewer in one term. (A one-term course is usually counted as three credit hours, and one full-year course is usually counted as six credit hours.) For more complete definition of full-time and part-time status, please see the glossary at the back of this booklet.

Many adults who have been away from formal study for a number of years choose to start with one or two courses. This is a way of "testing the waters" and gaining confidence. Even if you decide to attend full-time, consider the option of taking a reduced course load (four rather than five courses per term) for the first year.

What financial assistance is available?

If you expect to be studying full-time, check with the Financial Aid Office (506-453-4796 or финаid@unb.ca or <http://www.unbf.ca/student services/departments/финаid.html>) for help with details about student loans, bursaries, and personal budgeting. The Undergraduate Awards Office administers all UNB scholarship programs for full-time undergraduate students. Continuing students are encouraged to apply each year between January 15-April 15, using the application form found through “My UNB Services,” under the Academic tab. One application covers all scholarships for continuing full-time students administered by UNB. For more information contact the Awards Office at 506-453-4894 or awards@unb.ca.

Information about financial awards for part-time undergraduate students is available at the College of Extended Learning. CEL’s web site not only contains a description of the awards available for part-time students, but you can also download a pdf version of the application form: www.unb.ca/extend/part_time/assist.html.

If you face additional financial barriers due to a disability, you should also consult with the Coordinator of Services for Students with Disabilities (506-453-3569 or disabili@unb.ca). This office maintains information about financial assistance especially for students with disabilities.

You can also get information about Canada Student Loans and Study Grants for full-time and part-time students by calling the Department of Education (Student Financial Services) at 1-800-667-5626 or by visiting the office at 548 York Street, Fredericton, NB or by checking out the web site at <http://www.studentaid.gnb.ca>. To establish whether you are eligible for the full-time or part-time Canada Student Loan Program, especially during the Intersession and Summer session, you should contact Financial Services, Student Accounts and Receivable Services (506-453-4624), located in lower level of I.U.C.-Physics and Administration Building or Financial Aid, Student Affairs and Services (506-453-4796 or финаid@unb.ca) in Alumni Memorial Building.

What about my children? Is daycare available at the university?

College Hill Daycare Co-op Ltd. is our on-campus childcare facility, which gives priority to students, staff and faculty of UNB and STU. Located just across from the university gates at 850 Montgomery St., the daycare provides service for children between the ages of 6 months and 8 years. There is often a waitlist so you should check about openings. For further information, contact Wendi Lunney, Administrator, College Hill Daycare Co-op Ltd. at 458-2883 or at chdc@unb.ca. Good daycare and after school care are also available just off campus during daytime hours at the Preschool Centre, 717 Windsor St. (458-8982). In some circumstances, fees can be partially subsidized depending on financial status. Call the Human Resources Development Division of Family and Community Services, at 506-453-3216 for information about subsidization.

How will it affect my family and friends if I decide to go to university?

An important change in one area is bound to affect other aspects of your life. Talk to other mature students about how they have dealt with the inevitable changes. Share with your family your personal hopes and concerns, and discuss how you will all adjust to changes in family routines.

Application and Admission

What shall I take at university?

Answering this question requires three stages of decision-making. The first two stages should be done before you actually apply for admission and the last stage after you have been admitted into UNB.

1. Credit or non-credit: Credit study involves taking courses that may be counted toward a University degree or certificate. These courses are listed in the UNB Undergraduate Calendar. Non-credit courses on a wide variety of topics are offered through the College of Extended Learning and are listed in the seasonal calendars published by that Department.

There is also the “non-credit” credit option of auditing. A student wishing to attend classes in a given degree-credit course without being assigned a grade may register to audit the course. To audit a course, you must have permission of the course instructor, who has the right to set how much you may participate in the class as an auditor. For further information on auditing you should check the UNB undergraduate calendar (section B, University Regulations) or the College of Extended Learning’s print calendars (Section A: Application and Admission).

2. Degree, certificate, or No Degree programs: UNB offers eighteen undergraduate degree program (e.g., Bachelor of Arts, Bachelor of Nursing), eleven concurrent degree options (e.g., Bachelor of Arts/Bachelor of Science, Bachelor of Computer Science/Bachelor of Education), and nineteen certificates and diplomas (e.g., Certificate of Business Administration, Certificate of Proficiency in French). Information on each of these programs is found in the UNB Undergraduate Calendar. There is also the “No Degree” option, where you are taking courses for credit, but you are not enrolled in a particular program of study. This option may be selected for a number of reasons: if you are taking credit courses but are not interested in working toward a degree; if you do not meet the admission requirements to a program of study and wish to “prove yourself”; if you are taking specific courses for entry into a professional program (you should discuss these last two options with the Admissions Office before proceeding). No Degree students, unless they have received permission from the Registrar’s Office, must be part-time students and take no more than eleven credit hours per term.

3. Course selection: This stage is done after you applied to the university; see page 7 for further information about course selection and advising.

Will I qualify for admission to the university?

The two most common routes for admission to an undergraduate degree program are as a regular student or as a mature student. If you meet the standard entrance requirements outlined in the UNB Undergraduate Calendar for the particular program you have chosen, your application will be assessed on the basis of your academic background. If you do not meet the stated requirements (have not completed Grade 12, for example) and are over 21 years of age, you may apply as a mature student. If credits in Math, Chemistry and/or Physics are required for your degree program of choice, you may need to upgrade your background; please consult the Admissions Office for details.

Certificate and diploma programs often have somewhat different admission requirements from those of the bachelor degree programs as many of these programs are designed specifically for mature students (adult learners) who wish to upgrade their knowledge and skills in a specific field. Certificates are in general open to those who do not already have an undergraduate degree; while diplomas are in general post-graduate programs. You definitely should check the requirements or contact the coordinator for the certificate or diploma program in which you are interested.

How do I apply for admission?

Pick up an application for admission from the Registrar's Office or UNB's College of Extended Learning. Applicants also have the option of applying online through the UNB home page (<http://www.unb.ca/application>). On this form you must indicate to which degree, certificate, or diploma program you are seeking admission. You may also opt for "No Degree." Read this form over carefully and check to see what supporting documents (e.g., previous academic records (transcripts) or supplementary application forms) you should include as part of your application. A letter indicating how you will benefit from university study is helpful as well and should be included. Until all the needed materials are sent to the Registrar's Office, Admissions, your application won't be processed, so it's important that you make sure that you have sent everything needed. There is also an application fee and you should check to see what the current rate is and how it can be paid. Help in completing this application form is available at the Registrar's Office, Admissions section 506-453-4865 or unbfacts@unb.ca, or at UNB's College of Extended Learning.

The Registrar's Office will advise you on the status of your application usually within two to five weeks. Remember that meeting the minimum requirements does not guarantee admission to any program.

If you wish to take individual credit courses for personal interest and are not seeking admission to a particular program, you can simply register in those courses at the Registrar's Office or through UNB's College of Extended Learning. It is in your best interest, however, to complete an application form, specifying that you are applying as a "No Degree" student since this will ensure that the university's Student Information System has accurate and up-to-date information about you.

Can I get credit for work done elsewhere or for my informal learning experiences?

You should remember to include transcripts for previous post-secondary programs and courses with your application as you may be granted transfer credit that will count towards your program of study here at UNB.

In some circumstances, students/potential students may have attained university-level learning through means other than formal post-secondary educational experiences. UNB has a Prior Learning Assessment (PLA) policy whereby a student's previous learning can be evaluated and may be credited towards a program of study. Prior Learning Assessment refers to the systematic evaluation of learning that an individual has achieved through work, life and educational experiences, and the relating of that learning to the expected learning outcomes of courses and programs in which the individual is enrolled at UNB for the purpose of granting credit where appropriate. PLA is not the granting of credit for experience but rather for learning.

For further information on PLA, please contact:
Marilyn Carkner, Coordinator
UNB's College of Extended Learning
Phone: 506-458-7617
Email: extend@unb.ca

Course Selection

How do I find out what courses are being offered and when they are available?

The current undergraduate calendar describes all of the courses offered at UNB, and the on-campus course timetables (available at <http://www.unb.ca/calendars.html>) provide information, including the time, location, and instructor, about the current on-campus courses offerings.

If you are interested in extra-session courses – courses offered during the evenings or in the spring and summer or at off-campus sites, or in flexible, technology-assisted formats, check UNB's College of Extended Learning's two print calendars—the Fall and Winter or the Spring and Summer—or the web site, or send an email, or give us a call. You do not necessarily have to be on campus and in a classroom to study as there are courses offered using computer technology, teleconferencing, and "guided independent study" (Open Access Learning Program) kits.

While the UNB course timetables provide information on-campus offerings of extra-session courses, they don't always contain information about off-campus and open-access offerings. If you are interested in these types of courses, you should definitely check UNB's College of Extended Learning's web site or calendar or contact CEL.

Which course(s) should I start with?

The undergraduate calendar outlines the required courses for each program of study, as well as the prerequisites for each course. Deans or your faculty advisor can provide assistance in selecting courses. All students, whether attending part-time or full-time, are urged to seek advice as soon as possible in their academic programs. To arrange for a faculty advisor, check with the dean or department head in the subject area that most interests you.

It's also a good idea to check with other mature students to find out more about possible courses and instructors. Each program has some flexibility, and you are well advised to start with a course or two in your program that keenly interests you!

No Degree students or those not associated with a particular program of study should contact the Program Director, Part-time Degree Studies and Adult Learner Services, 506-453-4818, for an academic advising appointment.

Registration

What is registration?

The registration process begins by seeking academic advising, and then you register (select the courses you want to take) and pay tuition fees. You do not need to do this process all at one time; however, payment of tuition fees must be received at Financial Services by the first day of classes.

When and where do I register?

During May, new students, admitted for the upcoming Fall term, will receive information from their faculty about early registration dates in June and July. Read the registration information over carefully, if you can't attend one of the early registration dates, you should contact your program advisor or the faculty office. If you have been accepted into a program starting in January or the Intersession or Summer session, you should contact your faculty advisor as soon as possible about registering for courses. No Degree students should contact UNB's College of Extended Learning to arrange an advising appointment and to register for courses. You should register as early as possible in courses that have a limited enrolment designation to ensure a place in these courses. Early registration may also help prevent a course from being cancelled due to low enrolments.

Registration for courses offered in the Fall and Winter by UNB's College of Extended Learning takes place at the CEL or the Registrar's Office during their regular business hours, or via the UNB online registration system. Intersession (Spring) and Summer courses are offered through UNB's College of Extended Learning; however, registration itself takes place through the Registrar's Office or via the UNB online registration system, not through UNB's College of Extended Learning.

Registration for students already taking courses generally opens in early March for upcoming Intersession and Summer Session courses and in mid-March for the next Fall and Winter terms. For exact dates, you should contact your advisor, check the CEL online course schedule or print calendars.

Further information about registration is available from the College of Extended Learning's print calendars or at its web site (<http://extend.unb.ca>). CEL's regular business hours (mid August until late June) are from 8:00 am to 5:30 pm, Monday-Thursday, and from 8:00 am to 5:00 pm on Friday. Summer hours (late June to mid-August) are from 8:00 am to 4pm Monday-Friday.

What do I bring to registration?

If you are registering in person you should bring your official letter of acceptance and notification of any loans or awards, if you intend to pay your tuition fees at that time. Full-time students can pay by the term. Part-time students pay by the course. Payment can be made in a variety of ways including debit, cash, cheque or credit card. Remember your tuition fees must be paid by the first day of classes. If you have any questions about fee payments, contact Financial Services at 506-453-4624 or UNB's College of Extended Learning.

If you are registering by phone or fax, complete a student registration form (available in the CEL print calendar). This will ensure that you have all of the required information for a successful and speedy registration. You may also mail your registration form along with your payment.

Many students at UNB register online, whether they are on or off campus. To do this you will need to set your UNB PIN. This personal identifier allows you to authenticate to a number of secure online services, including online registration, e-mail, WebCT, 'My UNB e-Services' (which gives you access to marks, timetables, fees statements and more). To set your PIN for the first time you will need your UNB login ID and your UNB student number (as provided to you by the Registrar's Office or UNB's College of Extended Learning) and your date of birth. Your login ID is the first part of your UNB email address (the part before the "@unb.ca"). If you have not received your student number or login ID, contact us at UNB's College of Extended Learning. See www.unbf.ca/its/students/network_labs/pin.htm for further instructions on how to obtain your PIN. Remember, your PIN is private and allows access to your secure information. It should not be shared with anyone. If you think someone else knows your PIN, change it immediately.

Once you have your login ID and have set your PIN, you will be able to register online. Students who attend early registration sessions and/or orientation will be provided with instructions and assistance in registering online the first time. Online help for WebAdvisor, the online registration system, is found at <https://eservices.unb.ca:8443/datatel/webadvisor/wafaq.html>. If you have difficulty using the system, use the online help as provided or contact the Registrar's Office or UNB's College of Extended Learning during regular business hours.

What if the course I want to take already full?

It's important to register as early as possible since many courses have enrolment limits and therefore are often already full long before the first class day. If a course is full prior to the start date, registrants who send their registration forms by mail or fax will be contacted immediately by telephone and given the choice to be put on a wait list, transferred to another course, or have their registration returned. Online registrants can see immediately in Web Advisor how many students are in the course currently, the course enrolment limit, and the length of the wait list.

Students placed on a wait list should not necessarily despair as spaces may open up before the final day. Sometimes another section of the course will be added at the last minute and students from the wait list will be allowed into the new section.

What about my UNB student ID card?

If you are a full-time student, you will need a UNB photo ID card, which is also your library card. You can have your photo taken at Imaging Services (Marshall d'Avray Hall, Room 106 or 506-453-4843) all day during first weeks of September or from 2 pm to 4 pm after that period. You should receive your card at the time of shooting; however, the card will not be functional at the Library until 48 hours later. It is the cardholder's responsibility to keep his/her UNB cards in good condition and away from excessive cold or heat. Replacement cards are \$10.00 each and must be paid in cash to Imaging Services when a new card is produced.

The university is reviewing the procedures for part-time student ID cards. If you are part time (whether on campus or off), please check with Imaging Services (506-453-4843) or UNB's College of Extended Learning about what you need to do to obtain a card. Remember if you wish to go to one of the UNB libraries and physically take out materials, you will need a part-time ID card as it also serves as your library card. Off-campus students, who depend on the UNB libraries' virtual services and do not plan to come to the campus to pick up library materials, may not need to have an actual ID card since their library transactions are all done online. Part-time students enrolled in credit courses may participate in all recreation programs by purchasing a part-time student recreation membership from Financial Services. Bring your part-time student ID (library card) to Financial Services (lower level, Physics Administration Bldg.) and you will be issued a pass for the term in which you are a registered student.

Besides tuition are there additional student fees?

Full-time students pay mandatory fees to support the Student Union, Student Media, the SUB (Student Union Building) Expansion, and a fund to improve IT services for students. There are also optional fees for the Student Health and Dental Insurance. If you wish to opt out these insurance plans, you must do so by the opt-out date (usually set within the first three weeks of the start of term). Part-time students pay on a per course basis into the Information Technology fund and a Part-time Student fee for ALPS, the Adult Learners, Part-time Students organization. ALPS uses the money from this fee to support activities and awards for its constituents. Certain courses or programs of study, such as Law, may have supplemental fees or lab fees as well.

If you are an international student, whether part-time or full-time, you must also pay the mandatory international fee differential. International students must also pay international student health premiums or if they wish to opt out, provide evidence that they already have Medicare-equivalent coverage.

For the current amount of all undergraduate tuitions and fees, you should check the most recent CEL calendar, the UNB undergraduate calendar, or the UNB web site: <http://www.unb.ca/services/financialservices/students/fredfees.html>.

When will I receive my T2202A for my educational tax credit?

Certificates for tax purposes (T2202A) will be mailed during the last week of February. Only tuition fees paid at the post-secondary school level, with values exceeding \$100, may be used as tax credits. Both full and part-time students will receive T2202A receipts by mail. Please ensure that your address information is kept up-to-date.

What else do I need to know about registration?

Some courses (French and Math, for example) require a placement test before you are allowed to register in those courses. If this is the case, contact the particular department prior to registration to find out the details about the placement test.

Settling in as a Student

Is there an orientation specifically for adult students?

Each Fall ALPS, the association for Adult Learners and Part-time Students, sponsors a number of orientation events that are specifically for adult students. These events range from information sessions to social events and are a great opportunity to get to know other adult learners. For details on this year's orientation sessions for adult learners, please contact ALPS (506-453-3596 or alps@unb.ca) or UNB's College of Extended Learning.

How do I obtain textbooks and course packages?

If you are on campus, you can physically go to the University Bookstore to pick up your textbooks and course packages. You don't need to know the titles or authors of your course materials as the Bookstore shelves all your course materials together under the course number (e.g., HIST 1006, CS 1043). For some courses the University Bookstore will have used textbooks that were bought back from students who had taken the course in a previous term. The Bookstore checks with instructors before they buy back textbooks and course packages so the used materials on their shelves are the correct editions. During most of the year the bookstore's hours are only from 9:00 am to 4:00 pm, but the hours are extended at the beginning of term. For more information about the Bookstore, call 506-453-4664 or check out the web site:

<http://www.unb.ca/bookstore/index.htm>.

You can also try to buy used textbooks privately from a fellow student. Student-to-student sales are usually cheaper than even the used course materials available at the Bookstore. But be careful to check that the used course materials that you are buying from another student are the correct ones for the course you are taking. Be especially careful to check that edition of textbook is correct. Instructors do update their textbook and course materials choices from time to time and different sections of the same course do not always use the same texts.

If you are off campus and at a distance, the Bookstore will courier your course materials to you for a fee. You should contact the Bookstore before your course starts so that your course materials will arrive by the first day of class. Once again you don't need to know the titles or authors of your textbooks/course packages, just your course number and the name of your instructor. Contact the textbook department of the Bookstore for further information at 506-458-7913 or textbook@unb.ca.

How do I use the library?

The libraries house over 1 million print volumes. Given the wealth of material that is available, you may want to place library orientation high on your agenda. During the Fall Orientation and the first weeks of term, there are often scheduled information sessions and library tours that you can sign up to take. These are usually free and well worth your time. Library tours and resource information sessions can also be arranged by calling 453-3546 or visiting any of the libraries. Opening hours are posted at the entrance to each library. Hours vary from library to library and according to the time of year. The library catalogue QUEST, over 80 electronic reference databases, and some 3000 full-text online journals are available 24 hours a day 7 days a week. The library web page (<http://www.unb.ca/libraries/>) also provides access to a wide range of information including hours, services and policies. For both part-time and full-time students, your ID card serves as your library card.

Off-campus students have a wide array of electronic library resources available to them. More importantly, UNB Fredericton Libraries have staff designated to help close the

gap between off-campus students and the library. You can reach them by phone at 506-453-3516, or by email at libde@unb.ca. Some of the support services provided for off-campus students include an online library tutorial designed specifically for distance students and live online chat.

How do I use WebCT?

WebCT is UNB's online course management system. Most online course materials are placed in WebCT. You can access WebCT through "My UNB Services" or by <http://webct.unb.ca>. On the UNB WebCT home page there are links to a student help manual, an online tutorial, and a FAQ. You must be registered in the course to access it in WebCT and you will usually be granted access to the WebCT materials starting the first class day. To login you simply use your UNB login ID and PIN.

What do I do about parking on campus?

If you will be parking on campus between 8:00 am and 4:00 pm, you will need to purchase a parking permit from the Campus Security Office (506-453-4830), located in the lower level of the Wu Conference Centre. A brochure showing the location of parking lots and the allocation of spaces is published by the Security and Traffic Department and may be obtained from them. Students, who are taking evening courses, are required to comply with parking regulations as marked throughout the campus, but do not need a parking permit unless they will be parking on campus before 4:00 pm.

Where can I get help with my courses?

The UNB Writing and Study Skills Program provides assistance with academic skills required for success at University. These services are available in workshops or on a one-to-one basis throughout the year. Individual or small group help is also available for students taking first year Math courses through the Math Help Centre. Visit the Writing and Study Skills and Math Help Centres on the 3rd floor, Kierstead Hall or call UNB's College of Extended Learning at 506-453-4646 to make an appointment.

In early October, a list of individuals willing to tutor on a fee-for-service basis will be posted around campus and online (http://www.unb.ca/extend/part_time/tutor.html). For further information, call Student Affairs and Services at 506-453-4527 or UNB's College of Extended Learning.

Where can I get help with personal or career concerns?

Counselling Services provides professional counsellors to help with personal, relationships and career issues. Confidentiality is assured. This service also offers an excellent career resource centre, as well as workshops in various areas, such as career decision-making, assertiveness training, and stress management. You can set up an

appointment with a counselor by calling 506-453-4820 or drop into the Alumni Memorial Building.

What types of information technology services does UNB provide and where can I receive help using these services?

UNB provides through its Integrated Technology Services (ITS) a full range of technology services including email accounts, general access computer labs in various buildings on campus, computing and printing accounts on the UNB Novell and Unix systems, multimedia services, and online access to personal information through “My UNB e-Services.”

Integrated Technology Services also provides training and information sessions on how to use various IT services and software. To find out more about the services offered students, consult the ITS web site at www.unbf.ca/its/students. Another training resource available is FITness (Fluency in Information Technology), an online self-paced program in WebCT. FITness topics include Computer Basics, Database Software, and Internet and email. For more information email: FITness@unb.ca or check out the web site at <http://fitness.unb.ca>.

Should you experience difficulties with ITS services, contact the IT Help Desk. Trained consultants are on duty to address any difficulties or concerns that you might have. You can call 506-453-5199, email helpdesk@unb.ca or visit the Help Desk window at HD11, Sir Edmund Head Hall. Full-time and part-time students are often eligible through the bookstore to educational discounts on certain software programs and computers. It may be worth your while to check with the bookstore about whether you can receive a student or educational discount on a needed software package or computer before you purchase elsewhere.

Can I get food on campus in the evenings?

The Student Union Building is open for food service during the evenings, and several buildings on campus are equipped with snack and beverage vending machines; you can also buy food at the Smoke Shoppe in the S.U.B. or at the Goody Shop on Albert Street.

Are there any groups or organizations for adult students?

Watch for notification of meetings for ALPS, the association for Adult Learners and Part-time Students. This enthusiastic group holds informal gatherings for adult students and welcomes your participation. Part-time students become members by payment of a mandatory fee at registration. For information, contact ALPS at 506-453-3596 or alps@unb.ca or check the ALPS web site at: <http://www.unbf.ca/alps/>.

What can I do if I have a complaint?

If at any stage you have a complaint about an instructor or about the way a course is being run (e.g., exam scheduling or whatever), your first course of action should be to talk with the instructor. If that doesn't solve the problem, don't hesitate to bring your concern to the Departmental Chair, Faculty Dean, the Director of UNB's College of Extended Learning, or the Registrar. UNB now has a Student Advocate, who will help you assess your situation and assist you if necessary, through the official appeals procedure, which is outlined in the undergraduate calendar. The Student Advocate's office is in Alumni Memorial Building or you can reach the Student Advocate at 506-453-4527 or langmaid@unb.ca.

Any final words of wisdom?

Approaching this new experience positively is probably the best thing that you can do for yourself. Give yourself credit for every little gain that you make, and share your progress and your satisfaction (as well as your anxieties and frustrations) with people who are supportive of what you are trying to do.

Glossary

Audit

To attend a degree credit course without receiving credit or a mark and possibly with reduced participation.

Calendar

A university publication listing regulations, resources, awards, degree and course descriptions, and other important information. UNB publishes the following calendars: Undergraduate, Law, and Graduate Calendars. UNB's College of Extended Learning publishes the following two calendars: Fall & Winter and Spring and Summer Session.

Certificate Program

A program that leads to a certificate, usually shorter than a degree program (e.g., Certificate in Business Administration).

Challenge for Credit

Students with appropriate work or educational experience who are entering a degree program may request a comprehensive examination in a specific course. If passed, credit is given toward the degree. The challenge for credit fee is currently 25% of the normal course fee. For more information see the current UNB undergraduate calendar, section B: Admission: Challenge for Credit and section C: Notes to Fees Tables: Other Academic Fees.

Course

One subject unit (e.g., Arts 1000; History 3355). Generally the first digit designates the level of the course (e.g., 1 – introductory level; 2 - intermediate; 3, 4, 5 - advanced; 6 - post-graduate). Upper level courses usually have prerequisites.

Course: Full or Year

Usually completed in one academic year (both fall and winter terms); typically counts 6 credit hours (CH) but may vary from 6 to 11 credit hours.

Course: Half or Term

Usually completed in 1 term; typically counts 3 credit hours (CH) but may vary from 0 to 5 credit hours.

Credit Course

A course for which an official mark is given that appears on the transcript and that may serve as credit toward a degree or certificate.

Credit Hour (CH)

Each course is assigned a value in terms of credit hours. This value may or may not correspond to the number of class hours per week although usually a course that meets 3 hours per week for one term is given 3 CH. Degree requirements are often written in terms of total credit hours (e.g., BA—at least 120 CH).

Degree Program

A program leading to either an undergraduate degree or a post-graduate degree.

Full-Time Student

For tuition fee purposes, a full-time student is one who is carrying the equivalent of four or more courses in a term. The “equivalent number of courses” carried by a student in a term is determined as follows: (a) a term course, weighted at 0-5 credit hours, is the equivalent of one course; (b) a term course, weighted at 6-11 credit hours, is the equivalent of two courses; (c) a term course, weighted at 12 or more credit hours, is the equivalent of four courses; (d) a full-year course, weighted at 0-5 credit hours, is the equivalent of one-half course in each of the two terms; (e) a full-year course, weighted at 6-11 credit hours, is the equivalent of one course in each of the two terms; (f) a full-year course, weighted at 12-17 credit hours, is the equivalent of two courses in each of the two terms; (g) a full-year course, weighted at 18 or more credit hours, is the

equivalent of three courses in each of the two terms; (h) an audited course is one-half the course equivalent of the same course taken for credit.

Grade Point Average (GPA)

Course letter grades are translated into grade points (e.g. A=4.0 grade points; C+=2.3 grade points). A weighted course grade point is then created by multiplying the grade point by the credit hours the course is worth. Grade point averages are calculated by adding together all courses' weighted grade points and then dividing this sum by the total number of credit hours attempted.

Intersession

Intersession is an academic session during the Spring and Summer period. Courses are offered in a variety of disciplines during Intersession: May and June (Fredericton only). Calendars are available at UNB's College of Extended Learning in the spring of each year.

Mature Student

Anyone 21 years or more who does not fit the traditional profile of the student who comes to university directly from high school.

Mature Student Applicant

This is a technical term referring to admission qualifications. The mature student applicant does not meet the usual entrance requirements and is 21 years of age or more.

No Degree Program

Courses taken for credit that do not result in a degree. Qualifying students are in this category as well as others taking courses without being registered in a degree program. Often (but not always) completed courses can be transferred into a degree program with permission of the Registrar.

Non-credit Courses

Courses offered through UNB's College of Extended Learning for which no official credit is given (e.g., Drawing, Corporate Training).

Online Learning

Online Learning is convenient and flexible, available 24 hours a day, 365 days a year. Participants work on courses via the Internet. It is interactive, requiring frequent

responses, optimizing learning by keeping the learner engaged. Participants also receive feedback and online support. WebCT is UNB's online course environment.

Part-time Student

A part-time student is one who is carrying the equivalent of three courses or less in a term. (See "Full-time Student" for clarification of "the equivalent of three courses".)

Prerequisite

A prerequisite is a course, which must be successfully completed prior to registration in the desired course. Permission of the instructor must be sought in order to waive a stated prerequisite.

Prior Learning Assessment (PLA)

Prior Learning Assessment refers to the systematic evaluation of an individual's informal learning experiences, and the relating of that learning to the expected learning outcomes of courses and programs in which the individual is enrolled at UNB for the purpose of granting credit where appropriate.

Program of Study

The degree or certificate program in which you are registered.

Registration

The process of registering in specific courses prior to or at the beginning of each term. Not the same as acceptance or admission to a program.

Résumé

An outline of education and work experience.

Section

One offered instance of a course, designated by a number of the form FR01A, where the first two letters indicate the location where the class will be delivered.

Spring & Summer

The university offers a variety of academic sessions during spring and summer period: Intersession (Fredericton only) during May and June, Spring Session (Saint John only) from May through July, and Summer Session (Fredericton only) during July and August. Courses are offered in a variety of disciplines. In addition to degree credit courses, a

variety of social, cultural and related educational activities are provided to compliment the summer program.

Teleconference Course

A course that is offered at several off-campus centres at once using audio equipment. Printed resources are provided and frequently the course instructor rotates among the centres.

Term

The university year is divided into four terms - fall term (Sept. -Dec.), winter term (Jan. - April), Intersession (May - June), and Summer Session (July - August).

Transcript

The official university record of your course grades.

College of Extended Learning

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