

Frequently Asked Questions

Graduate Studies - Faculty of Education, UNB

How do I register for courses?

Detailed instructions are available here:

<https://unbcloud.sharepoint.com/sites/MyUNB/SitePages/Online-Registration.aspx>

Please note that as a graduate student, you are not required to consult an academic advisor. If you wish to discuss your course-plan and obtain further instruction, please reach out to your supervisor (outlined below).

When does registration open?

<https://unbcloud.sharepoint.com/sites/MyUNB/SitePages/Online-Registration.aspx>

See the second heading "Registration dates"

How can I change my status?

If you want to change from part-time to full-time or vice versa, complete this form and have your Advisor/Supervisor approve it and send it to the Graduate Office:

https://www.unb.ca/gradstudies/_assets/pdfs/application_for_leave.pdf

What is the maximum number of courses I can take in a term?

If you are a part-time student, you can take 1-2 courses per term. If you are a full-time student, you can take 3-4 courses per term (4 is the maximum). It is possible to complete 5 courses per term, but this requires approval from your Advisor/Supervisor and the Associate Dean (Graduate Programs).

Can I take 2 courses in May-June and 2 courses in July-August and still qualify as part-time?

The summer term runs from May to August. If you wish to take more than two courses during this timeframe, your status must be full-time.

How much are course fees?

Here's the chart (select your program to see your fees):

https://www.unb.ca/financialservices/students/Masters_and_PhD_Tuition_and_Fees/index.html

Your individual tuition invoice is at <https://unbcloud.sharepoint.com/sites/MyUNB>

Choose Tuition & Fee Statement.

If you have financial questions, you can always ask gradfees@unb.ca.

When is the add/drop date for courses?

Here are the important dates:

<https://www.unb.ca/gradstudies/current/resources/important-dates.html>

When are course fees due?

Again, important dates:

<https://www.unb.ca/gradstudies/current/resources/important-dates.html>

How do I know which courses are offered and whether they're online or face-to-face?

You can see course descriptions, including instructor, delivery method, time, and day in the course catalogue: <https://colleagues.unb.ca/Student/Courses>

Can I take the term off from my studies?

If you're a course-based student (not completing a thesis/report/project) then yes, you can take the term off. You cannot take three consecutive terms off without a leave of absence.

Do research-based students need to be registered every term?

Yes. If you're a project/report student you have to register in ED6996 every term. If you're a thesis student you have to register in ED6997 every term.

How do I know if a textbook is required?

First, check D2L and your UNB email to see if the instructor has provided a syllabus. If not, check the [UNB Bookstore](#). Lastly, if you cannot find the information, please contact the instructor.

I want to make sure I'm in the right courses and on the right path to completion. Who can answer my questions?

The faculty member listed as your Academic Advisor/Supervisor in your official acceptance letter can help you with your course selection. Your Welcome email also contains your advisor's contact information.

When is graduation?

May if you're finishing your last course in the winter term and October if you're finishing your last course in the summer term. The specific dates can be found here:

<https://www.unb.ca/graduation/>

When do I apply to graduate?

The form is available starting in January or July: <https://www.unb.ca/graduation/>

The deadlines are March 1 for May convocation and September 1 for October convocation. If you're attending convocation, you will also need to reserve your gown, hood, and tickets via the website.

What does GAU mean and what do I put for this?

GAU stands for "Graduate Academic Unit" and yours is Education.