

Have your **STUDENT NUMBER & UNB E-MAIL ADDRESS** on hand during academic advising.

**The BA Degree:** To earn a Bachelor of Arts degree, a student must successfully complete a minimum of 40 term-courses.

**Term-course:** A term-course will be offered **either** in Fall term (FA: Sept. to Dec.) or Winter term (WI: Jan. to April). Term-courses end in a number other than zero, such as COMS 100**1**, HIST 140**1** or UNIV 100**3**. These courses count as 1 term- course.

**IMPORTANT:** Lab portions of courses will **NOT** count as a term-course toward the minimum 40 term-courses needed for a BA degree. A UNB course number, not lab number, ending in **1 to 9** shall be counted as a maximum of 1 term-course.

### How many courses do I take?

**Full-time** students usually take 10 term-courses per academic year (September to April), or 5 term-courses each term. Students typically take four years to complete a BA degree. Taking less than 5 term-courses in a term **will extend** the time it takes to complete the BA degree beyond 4 years.

**Certificate in General Studies** students also use these instructions to select up to a **maximum of 2 term-courses** in both the FA and WI terms unless accepted on a full-time basis.

### What courses should I take?

There are no required courses that students must take in their first-year as each individual has different skills, abilities and interests. You get to choose from a broad selection of courses from the Humanities, Languages, Social Sciences, Sciences, and even some Business courses. Please refer to the **Faculty of Arts Course Groupings**.

Step 1: Select courses from the **Faculty of Arts Course Groupings** sheet. You can read a brief description of the course(s) that interest you in the Course Catalogue at:  
<https://colleaguess.unb.ca/Student/Student/Courses>

Step 2: - Log into your My UNB Intranet...I am a...Student page, and scroll down to the column on the left titled Academics and then to Student Planning & Registration link (6<sup>th</sup> link down).  
- Click on: Course Catalogue to start reading about the courses found on the Faculty of Arts Course Groupings sheet and planning these courses.

Step 3: Once you are happy with your plan of courses, then be sure to register. For a video of how to register, go to: <https://www.unb.ca/saintjohn/newstudents/soar/resources.html#registration>

For written instructions on how to register for course, be logged into your My UNB Intranet... I am a...Student page and then paste the following link into a new window:  
<https://unbcloud.sharepoint.com/sites/Registrar/SitePages/Registration.aspx>

Step 4: For a course review by an Academic Advisor email your course selections to [sjadvicing@unb.ca](mailto:sjadvicing@unb.ca) for review. In the subject line of the email, put Review: Course Registrations". **Use your UNB email account** and be sure to include your name, student number, and any career or educational goals that you may have.