

1st Year Guide

Welcome from your Academic Advisor

Congratulations on your success at high school! You have proven that you have the determination and skills it takes to move on to higher learning. We welcome you to our vibrant faculty - Science, Applied Science and Engineering or SASE (pronounced SASSY).

University is a wonderful opportunity and completing a degree takes serious commitment. Higher learning requires independence, responsibility, and maturity to make the most of the experience. You will face challenges you didn't expect - how you deal with them is part of your growth, and your story here. Your degree is so much more than learning information - it is a symbol of the challenges you faced, the mistakes you corrected, and the opportunities you opened up to.

You don't always get to decide what challenges you take on, but you DO get to decide what you will do with them. We have lots of resources to help you understand your options and support you along the way. This guide, and my monthly emails are a great way to keep tabs on what is going on and what you should be doing throughout the term. However, it is up to you to ask when you have questions.

I look forward to being a part of your journey and can't wait to see where it leads!



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Let's talk GRADES

(.. and the secret to success!)

Grades matter

UNB Saint John issues each student a grade point average (GPA) to indicate their current academic level. The scale for GPA and letter grades is:

| | | |
|---|---------|----------------|
| A | 3.4-4.3 | Excellent |
| B | 2.4-3.3 | Good |
| C | 2.0-2.3 | Satisfactory |
| D | 1.0 | Unsatisfactory |
| F | 0.0 | Fail |

Keep your head above "C" level

In order to use a course toward graduation of an undergraduate science degree at UNBSJ a **student must receive a letter grade of C or higher** in that course. Also, all prerequisites must have a letter grade of C in order to be usable for selecting more advanced courses.

Example: Biology 1205 requires that a student has completed Biol 1105 with a letter grade of C or higher.

Ready for it? It's simple: **ASK FOR HELP!** Don't try to take it all on yourself - University is meant to be challenging. We expect you to have questions. So ask them!

Who do you ask? First stop would be your course instructor. Check your syllabus for office hours or use an email or the SASE webpage. Get to know your professors - there's a good chance you may need a reference letter in the future.



Knock on your professor's door and say hello. Your GPA will thank you.

Who else can you ask? Check out UNB Saint John's STUDENT SERVICES!

<http://www.unb.ca/saintjohn/studentservices/>

Academic Advisor
Academic planning.
SASE_advisor@unb.ca
Oland Hall G 11A

Academic Coaching
Help with study habits and testing skills
Adam Kelly a.kelly@unb.ca
Oland Hall G13

Career & Personal Counseling
Help with Career Goals and confidential service for personal issues.
Meredith Henry & April Jendrosch
sjcounsellor@unb.ca
Oland Hall G19

Writing Centre
One-on-one writing and tutoring.
H W Klohn Commons
unbsj.mywconline.com

Math and Science Help Centre
Free tutoring! See online schedule.
H W Klohn Commons Room 134

Student loan, Financial aid & Awards
Advice on all financial issues.
Renea Leskie
finaidsj@unb.ca (Financial questions)
ses.sj@unb.ca (Employment questions)
Oland Hall G15

Important Academic Dates

***You will receive monthly emails from your Advisor - make sure you read these or you may miss out on important information!*

| Fall 2018 | | |
|-----------|-----|--|
| SEPTEMBER | 3 | Labour Day - University Holiday - no classes* |
| | 4 | ORIENTATION - SUPER TUESDAY!!! |
| | 5 | Start of classes for both Campuses |
| | 10 | Last day for payment of University tuition and fees |
| | 14 | Last day for adding Fall Term and full-year courses. Fall Term and full-year courses dropped up to and including this date not shown on academic transcript. After this date a notation of "W" (withdraw no academic penalty) will be shown on the academic transcript. |
| | 21 | Last day to opt out of Student Union Health & Dental plan. Last day to be granted an exemption from the International Health Insurance Plan. |
| OCTOBER | 8 | Thanksgiving Day - University Holiday - no classes |
| | 19 | Fall Convocation Last day to withdraw from Fall Term courses with prorated refund |
| | 29 | Last day to withdraw from Fall Term courses without academic penalty. A grade of "W" (withdrawn) will be shown on academic record. After this date a grade of "WF" (withdrawn fail) will apply. |
| NOVEMBER | 5-9 | Fall Term Reading Week - no classes or tests/assignments scheduled |
| | 11 | Remembrance Day |
| | 22 | Last day in Fall Term to hold class tests (no class tests to be held during the last 10 teaching days of the term) |
| DECEMBER | 6 | Last day of Fall Term classes (61 teaching days) |
| | 7 | Reading Day - no classes or tests/assignments scheduled |
| | 8 | Final examinations begin |
| | 18 | Final examinations end (9 days) |
| | 19 | Residence closes for holiday break |

What is a "Normal" Year?

Each student has their own unique factors and goals which affect their choices. However, in general, all SASE degrees are designed to be completed in 4 years. This assumes:

Fall Term:
5 Lectures + Labs

Winter Term:
5 lectures + Labs

There is no requirement to take courses in the summer term. Students often use the summer term to catch up on missed courses or get slightly ahead on electives.

Full Time vs. Part Time

Doing less than 5 courses in the Fall/ Winter term can change your status as a student. It is recommended you seek advising before dropping below 5 courses per term.

<http://www.unb.ca/secretariat/students/undergraduatedatesmain.html>

Registration FAQ

Approval

Before new students can register for any courses, you must first be "Advised". If you attend SOAR or any following advising session - consider yourself advised! Please connect with your advisor if you are not able to register.

Waitlists

Some courses offer a Waitlist if the section is full. Waitlists are managed directly by the departments and/or faculty. Your position in a waitlist does NOT necessarily indicate the priority of admittance to the course section. If you are moved off the waitlist into the course, you will receive an email notification. You may remove yourself from the Waitlist using the "Manage my Waitlist" page.

Unofficial Transcript

A great way to confirm your course registrations is to check your unofficial transcript in e-Services under the "Academic" tab.

Course Registration

- ◆ **Use the degree checklists** on the SASE Advising website to help identify the courses required for your program. Note there is a lot of overlap in the first year course requirements and flexibility within the programs, so don't stress if you aren't certain which program you want. If you start with one and change your mind - that's okay! Use the checklists as a guideline and see your academic advisor to sort out the rest!
- ◆ **Use the UNB Timetable** to view the full list of courses offered by term and subject.
- ◆ **Before registering for any course**, you should read the course description to identify:
 - 1) **Pre-requisites** - what you need to have before you can take the course.
 - 2) **Credit exclusions** - the course overlaps with another and you can only get credit for one of them.
 - 3) **Program specifications** - some courses will not count towards a particular degree.
- ◆ **Register for both FALL and WINTER terms.** You will be able to add or drop courses up to the second week of the term if you change your mind, but at least you will have a some courses to start with.
- ◆ **You have the first week** of the term to attend class and decide if you want to continue with the course - so feel free to "shop" around!

What is the "BEST" elective?

What you choose for your elective options is ultimately up to you! It will depend on your career goals, your personal interests - and your schedule!

- 1) First fill your schedule with the required courses identified by your program checklist and offered in that term.
- 2) Identify any additional requirements you will need for your future ambitions (e.g. professional program), and possible minors/program specializations you might be thinking about.
- 3) See what options fit your schedule and register. You have the first week to try out the class and decide if you want to continue!

Changed your mind about a course??

➔ Add/Drop Period

You will be able to modify your schedule through your Portal (MyUNB) up to the end of the first full week of classes (Sept 14th). Take this time to really consider:

- (a) if you are interested in the class. You may not have a choice if the course is required for your program, but you do have other options for electives!
- (b) if you have a good chance at being successful in the course. If you feel overwhelmed, talk to your instructor and read through the course outline for what will be expected of you. Even if the course is required for your program, you may be able to postpone taking it at a later time and take another course in its place that may help you prepare (e.g. pre-calculus or pre-chemistry). Please speak with your advisor about how postponing a required course will affect your academic plan.

➔ Withdraw without Academic Penalty

You will have until October 29th to withdraw from a course without academic penalty. This means you can drop the course and NO GRADE will be counted towards your GPA! Students often worry about a "W" on their transcripts - but a "W" is usually better than an "F"! So if you are having trouble, please speak with your instructor and the academic coach for options and follow up with your academic advisor about how withdrawing from the course may affect your academic plan. Please make sure to do this well before the deadline so that you can make an informed decision!

Calculus and Chemistry Course options:

If you are having serious difficulties with MATH 1001/1003 or CHEM 1041 - even with help from your instructors, Academic Coach and the Math and Science Help Centre, you may want to consider taking pre-calculus (MATH 1863) or pre-chemistry (CHEM 1831) to review the fundamental skills required to be successful in those courses. These are both offered in FALL 2018 and can be added to your Fall Term schedule if you decide to switch before the add/drop period is over.

PLEASE NOTE: MATH 1863 and CHEM 1831 will not count for credit towards any of the SASE degrees, but they can help you to be more successful in the courses required.

The Struggle is REAL

If you are having difficulty in a course, please make sure to ask for help RIGHT AWAY. Your options?

- (1) **The instructor** - they list their office hours in the course syllabus so that students know when they can come knock on their door! Check for additional communication options as well!
- (2) **Academic Coach** - they can help with study skills and habits, test & exam skills!
- (3) **Math and Science Help Centre** - has free tutoring for most science courses! Check the schedule and drop in at the appropriate times.

The earlier you start asking for help - the better!

Don't wait until the withdrawal deadline to wonder if you would do better if you asked for help.

Who to ask:

Registrar's Office

- ◆ Enrollment start date
- ◆ Admission questions
- ◆ Transfer credit assessments
- ◆ Student fees
- ◆ Registration payments
- ◆ Student Loans

Course Instructor/D2L

- ◆ Textbook information
- ◆ Tutorial times and sign-up options
- ◆ Lab sign-up
- ◆ Waitlist info

Academic Advisor

- ◆ Planning your courses
- ◆ Questions about the different SASE programs/degrees

Your "To Do" Checklist

So you received your acceptance letter.
What do you do now?

May-August

- Activate your myUNB online account
 - Check your email
 - Explore D2L/Brightspace for course information (once you've registered for courses)
- Attend an advising session to register for Fall & Winter courses.
- Review your class schedule in e-Services & confirm your course registration in your unofficial transcript
- If near campus, get your UNBSJ Student Card
- Visit the SASE Advising webpage (link below) for updates on:
 - Math Preparation programs/workshops
 - Advising Sessions (for those missing May 26th)
 - How to contact your advisor with additional questions.

September

- Attend Orientation Week (including SASE Advising Session regardless of whether you attended an earlier advising session)
- Locate all campus resources
 - Math and Science Help Centre
 - Academic Coach
 - Career and Personal Counselling
 - Financial Advising
- Find your classrooms & labs
- Find your instructors offices and their office hours schedules

See you in September!!

<http://www.unb.ca/saintjohn/sase/current/advising/index.html>