INFORMATION PACKAGE
REGULAR SESSION 2015-2016

Bachelor of Human Ecology - Family Social Sciences Program
Interdisciplinary Health Degree Programs

Community Health Sciences
College of Medicine
Faculty of Health Sciences

Family Social Sciences
Health Sciences
Health Studies
Welcome! You have been admitted to one of the programs offered below:

- Bachelor of Human Ecology (Family Social Sciences) 4 year degree program
- or Bachelor of Human Ecology (Family Social Sciences) After Degree program
- Both HEc (FSS) programs have 5 specializations (Aging & Developmental Health, Child & Developmental Health, Family Economic Health, Family Violence, Social Development)
- Health Sciences or Health Studies

These programs provide undergraduate students with a professional degree. You will receive a strong foundation of courses in sciences, social sciences, and applied course work in the programs. All students must complete the 120 credit hours specified in the Undergraduate Calendar [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&loaduseredits=False]. All students in the After Degree (FSS) must complete at least 60 credit hours.

You have received this orientation package because you have indicated that you wish to register as a student for September 2015. It is your responsibility to carefully read and familiarize yourself with the material in this package. This information will provide you with an awareness of important university policies, the expectations of the degree programs, and an understanding of your program, course work, and timetable. Program information specific to your field of study is enclosed.

Information Session
Do you have questions about...

- Career options
- VW deadlines
- The Programs
- Academic Monthly Information
- Student Council
- anything else ??

An information Session is planned for September 9, 2015 (the day before classes begin!)... please plan to attend and we will answer all your questions.

→ Room 207, Human Ecology Building, 10:30 a.m.
GETTING STARTED

- READ the relevant pages in the Undergraduate Calendar and the Program Requirements handout for information you need to know.

- In order to receive correspondence from the University, you must ensure any change of name, address, telephone number, and e-mail is completed on AURORA student.

- As a student, you are responsible for the policies, regulations and practices that affect you. Be sure to monitor your own progress through your degree; use “Aurora Student” to keep track of your student records. Final completion of degree requirements is your responsibility.

- There are a number of people available to answer your questions as you complete your degree. As well, students receive a program update in the first term of year 3. Please review this report when you receive it and report any problems/concerns to an Academic Advisor.

- We use the University of Manitoba email account listed in Aurora to send information throughout the year regarding awards, courses and other information important to students.

PROGRAM REQUIREMENTS

Each 120 credit hour program can be broken down into a set of courses required to graduate:

- Core Courses – HEAL 2600 (formerly HMEC 2030), HMEC 2000 (formerly HMEC 2050), and HMEC 3000 (formerly HMEC 3100).
- Required Courses – see the Program Requirements online.
- Program Electives – these are courses in your chosen major/program that are taken from your specific program. Most are your choice, but specific courses may be chosen for you depending on the program you have selected, e.g., the options in Family Social Sciences.
- Electives – most are your choice, but some are chosen for you by requirements or the options in Family Social Sciences.
- Outside Electives – these are courses offered by other faculties (not FMLY/IHP courses).
- Free Electives – these are courses offered by any faculty at The University of Manitoba.

Prerequisites/Corequisites:

- It is highly recommended that you review the Undergraduate Calendar to discover the prerequisites for higher level courses. As you begin to build your degree program, most higher level courses require the successful completion of lower level courses, called prerequisites. If a course is called a corequisite, it can be taken at the same time as, or completed before, registration in the higher level course.

Course Outline (also called a syllabus):

- You will receive a course outline in each course you take. This provides the rules and requirements for that course. It is your responsibility to meet deadlines and course requirements.

Transfer Courses:

- If you came from University 1 to the program, all required courses will automatically transfer into your program. Other courses are your choice. For all other programs, we will transfer in any courses that are not required with a “C” or higher unless otherwise specified by the student. Please let an Academic Advisor know if the courses you would like in your electives area are different than what was transferred into your program. The evaluation of courses from other universities may affect your ability to register in U of M courses, so provide course outlines to the Admissions Office (424 Univ. Ctr.) promptly when requested. If you are unsure of the courses that were transferred from another program, please visit an Academic Advisor during drop in times (schedule posted on the Advising Services webpage).
THE UNDERGRADUATE CALENDAR

- Academic Schedule - lists important dates
- Student Affairs - lists services provided
- General Academic Regulations and Policies - Also refer to the "What to do if..." hand out in the General Office - Fort Garry campus.
- The University of Manitoba Policy on the Responsibilities of Academic Staff with regard to Students (ROASS)
- Student Discipline By-Law
- Sexual Harassment Policy
- Office of Student Advocacy
- Degree Program SECTION - provides program and course information, and regulations.

THE WEB-SITE

- Careers chosen by graduates
- Program requirements hand outs for EACH program - go to the program and click on the program requirements information button to print
- Info about transfer credits from other colleges / universities, and much much more!!

REGISTRATION PROCEDURES

Registration for courses is done by using AURORA, the university's registration system. The registration system is also used for:

- Course revisions (before the 2 week revision period ends each term)
- Voluntary withdrawals (before the VW deadline each term)
- Fee assessments (check this every time you make a change)
- Parking registration
- Obtaining final grades in your courses (grades are no longer mailed to students)
- Applying for graduation
- Go to Aurora Student (through [www.umanitoba.ca](http://www.umanitoba.ca)) then select Enrolment and Academic Records → Registration → Registration Time & Status
- Academic History
- GPA - Note: Aurora only lists Cumulative GPA. You will have to contact an Advisor to find out your Degree GPA.

CHECKLIST FOR A SUCCESSFUL REGISTRATION

* Please note the timetable will not be available in print, all access is through the internet.*

Aurora Student allows you to:

- Access and update personal information
- Register for courses (check Aurora for your access date and time starting in July)
- Obtain your registration access time
- Obtain fee statements, grades, and more!

When you register or search for classes in the Course Catalog or Class Schedule, you'll need to search each Term to see complete course offerings. For example, if you want to see the courses available in September, select 'Fall 2015'. If you want to see the courses available in January, select
‘Winter 2016’.

**Majors, Minors and Concentrations**
Declarations open 4 weeks before registration opens for the effective term
Declarations close at the end of the day that registration closes for the effective term.

NOTE: Family Social Sciences students must declare at least one option before being allowed to register for third year courses.

Searching the Course Catalog (course descriptions)
Class Schedule (course times and locations)
1. Select the Term you want to search
2. Select a Subject Area (and any other option you want to include in your search).

- Courses displayed in search results may include courses offered in Fall 2015 AND Winter 2016.
- Only courses which are offered during the Term you selected will have an active web link to the
Class Schedule. If you want to see courses in another Term, you’ll need to perform another search
using that Term.
- You MUST include a Subject in each search. A complete list of Subject areas, organized by faculty
and department, are offered alphabetically on the Calendar main page.
- Only courses offered in the Term you selected will be displayed.

Hint: If you would like to search for courses in more than one subject at once, while searching the
Course Catalog or the Class Schedule, press and hold the Control or Command key while selecting
subjects you wish to include in your search.

If you encounter problems with access to the AURORA system on your initial registration day,
please email the Academic Advisor’s office at Alisa.Claman@umanitoba.ca. Please include your full
name, student number and faculty information. The Advisor will respond within the day.

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**WHAT’S NEW IN REGISTRATION**

**Registration Access Times**
- Registration begins mid-July to August: once your time starts you’ll continue to have access
to the registration system for the remainder of the registration period. Registration
access date/time will be available on Aurora in the second week of July.
- To find your date & time: Go to Aurora Student (U of M homepage at umanitoba.ca) then
select Enrolment and Academic Records → Registration → Registration Time & Status
- On this page you can also check to see if there are any holds that may prevent registration,
that your program is listed correctly, and that your student status permits registration

**Course Registration Numbers (CRN)**
Instead of registering for courses using a course number and lecture/lab section, you’ll use the
course’s CRN (Course Registration Number) listed online in the Class Schedule. The CRN is a 5 digit
number ‘code number’ that corresponds to a given course and lecture section or lab and lab section.

**Lab and Lecture Sections**
The Course Schedule will continue to identify the different times and locations of courses through
the use of lecture and lab sections, but the difference is, you’ll use the CRN to register for courses.
Labs are ‘B’ sections, and lecture sections are ‘A’ sections (e.g. A01). Be sure to register for both
the lab and the lecture section to complete your registration. You MUST register for the lecture and the lab at the SAME time.

**Note:** for courses with more than one lab section, you’ll need to register using two CRNs; one for the lecture and one for the lab.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Lecture or Lab</th>
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</thead>
<tbody>
<tr>
<td>54321</td>
<td>MATH1500</td>
<td>A01 (Lecture)</td>
</tr>
<tr>
<td>51623</td>
<td>MATH1500</td>
<td>B01 (Lab)</td>
</tr>
</tbody>
</table>

Reserved Sections
Some courses will have reserved spots for students. You are only permitted to register in reserved sections until the registration system opens to all students in mid-August. Check the Undergraduate Calendar for dates.

**Things to think about:**
- Try to balance courses in both terms (have an equal number of courses in both terms)
- If you choose not to follow our recommended list of courses, it is helpful to select courses that will be prerequisites for higher level courses in your program
- **SPANNED** courses (6 cr. hours) - Take place in both fall and winter terms (Sept-Dec and Jan-April). When you register for the first half of a spanned course on the web (Part A), you will automatically be registered in the second half (Part B).

FIRST, plan and timetable your courses (see above instructions) or we will refer you back to those steps.

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**Aboriginal & International Services**

**Aboriginal Student Centre** - Open to all Aboriginal students
- Provide support and assistance for academic, cultural, financial, or personal needs including your transition to the university and/or the city, province, country
- Open from 8:30 a.m. to 4:30 p.m. - Drop in or make an appointment

**International Centre for Students**
- Offer Pre-Departure Information, Advising and referral on cultural adjustment, Immigration applications, leadership development, and volunteer English practice program

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**What an Academic Advisor can do for you**

- Provide guidance and direction throughout your program
- Answer specific questions regarding courses, programs, repeating courses, exam deferrals, important dates, voluntary withdrawals, registration etc.
- Offer suggestions for alternative resources such as Learning Assistance, English as a Second Language, Counselling services, etc.
- We are not career counsellors, more information can be found at the Career Resource Centre (474 UC), however career binders for each program are in the HE General Office
- We have drop-in hours, times are posted on the door to the General Office of the HE building. Advising hours are also posted under the Student Services link on the website.

WE ARE HERE TO HELP YOU!
### GENERAL UNIVERSITY INFORMATION

**QUESTIONS CONCERNING:**

<table>
<thead>
<tr>
<th>Registration Guide, Tuition Fees, ID Cards, Change of Address, Letter of Permission, Transcripts, Calendars</th>
<th>Where To Go:</th>
<th>Telephone #</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Registrar’s Office</td>
<td>474-9420</td>
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<td></td>
<td>400 University Centre</td>
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<table>
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<tr>
<th>Voluntary Withdrawals, Missed or Deferred Exams Grade Appeals</th>
<th>Undergraduate Calendar, Aurora</th>
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<td>Student, Academic Advisor</td>
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<tr>
<th>Academic and Personal Difficulties</th>
<th>Academic Advisor</th>
<th>474-9759</th>
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<tr>
<td></td>
<td>Counselling Services (free)</td>
<td>474-8592</td>
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<tr>
<td></td>
<td>Learning Assistance Centre</td>
<td>474-9251</td>
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| Academic Competition | Fort Garry General Office |  |
| --- | "Scholarships & Awards" handout and also on the website |  |

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<thead>
<tr>
<th>Financial Aid &amp; Awards</th>
<th>424 University Centre</th>
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<thead>
<tr>
<th>Parking Tickets, Safe Walk Emergencies</th>
<th>Campus Police</th>
<th>474-9312</th>
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<tr>
<td></td>
<td>Telephone 555 (on campus)</td>
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<tr>
<th>Student Accessibility Office, Sexual Harassment Officer, Housing and Student Life</th>
<th>155 University Centre</th>
<th>474-6213</th>
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<tbody>
<tr>
<td></td>
<td>517 University Centre</td>
<td>474-8555</td>
</tr>
<tr>
<td></td>
<td>101 Arthur V. Mauro</td>
<td>474-9922</td>
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<tr>
<th>Aboriginal Student Centre</th>
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<th>International Centre for Students</th>
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<tr>
<th>Libraries</th>
<th>Hours of Operation</th>
<th>474-9770</th>
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<tr>
<th>Computer Facilities</th>
<th>Available all over campus, including Human Ecology Building</th>
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<tbody>
<tr>
<td>* you will need your student computer username and password to access computers.</td>
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<tr>
<th>Fitness Facilities</th>
<th>Frank Kennedy Centre</th>
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<tr>
<td></td>
<td>Max Bell Centre</td>
<td>474-8734</td>
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<tr>
<th>Child Care Facilities</th>
<th>15 Dysart Rd</th>
<th>269-7773</th>
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<tbody>
<tr>
<td></td>
<td>109 University College</td>
<td>269-9824</td>
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**NOTE:** You can also obtain information regarding the above services on-line: [www.umanitoba.ca](http://www.umanitoba.ca).
## SERVICES TO ASSIST STUDENTS

| Academic Advisor | Room 209 Human Ecology Bldg  
|                  | Alisa Claman  
|                  | Alisa.Claman@umanitoba.ca or (204) 474-9759  
| Faculty Program Advisors | Call the Department Office Assistants for specific phone numbers:  
|                  | Family Social Sciences 474-9225  
|                  | Interdisciplinary Health 474-8508  
| Career Information | Career Resource Centre (474 University Centre) 474-6706  
| Libraries | Tours and "How to use BISON"  
| Financial Aid and Awards | 422 University Centre (bursaries; awards; loans).  
|                  | Bursary application deadlines are late September.  
| Letter of Permission | 400 University Centre (Registrar's Office)  
| UMSU | University of Manitoba Students' Union (101 University Centre)  
| Peer Advisors | 150 University Centre  

### PEOPLE TO KNOW

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Dr. Brian Postl</td>
<td>Dean</td>
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<tr>
<td>Dr. Stephen Moses</td>
<td>Department Head, Community Health Sciences</td>
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<tr>
<td>Dr. Kerstin Roger</td>
<td>Director, Bachelor of Human Ecology (Family Social Sciences) Program</td>
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</table>
| Dr. Shahin Shooshtari | Director, Interdisciplinary Health - Health Studies/Sciences  
| Ms. Alisa Claman      | Academic Advisor                                    |

### FIRST WEEK OF CLASSES:

- classes begin Thursday, September 10, 2015  
- most labs begin the first FULL week of classes, specifically September 14, 2015. HOWEVER,  
  check with the course syllabus or the professor on the FIRST day of classes for accurate  
  information.  

**GOOD LUCK WITH YOUR STUDIES!**