

Faculty of Human Ecology

WHAT TO DO IF YOU.....

2010-2011

http://www.umanitoba.ca/faculties/human_ecology/

1. MISS AN EXAM AND REQUIRE A DEFERRAL

- ◆ If you miss an exam without a valid reason, you will not be allowed to defer it. Valid reasons are: medical, compassionate; university sports event (if you are a team member).
- ◆ Notify the professor and the Human Ecology Academic Advisors **before** the exam (leave a message for the Academic Advisor with reception in the General Office if they are not in the office) or E-mail: mutuc@cc.umanitoba.ca or bwiebe@cc.umanitoba.ca. Deferrals must be requested within **ONE WEEK** of the missed exam. Upon returning to the university, bring a note from your doctor or other compassionate documentation to the Human Ecology Academic Advisor (don't delay more than one week). Acceptable documentation includes medical certificates, police reports, and letters from doctors or counselling services, obituary notices or death certificates. Documentation must cover (a) the date(s) of the exam(s) missed and (b) the first date at which you are able to write the exam. Deferral will not be processed until documentation is received.
- ◆ Complete the Faculty's exam deferral request form (available in the General Office).

NOTE: If you have already written the exam, deferrals are NOT available.

2. DON'T AGREE WITH A FINAL GRADE YOU HAVE RECEIVED

- ◆ **First**, discuss it with the professor or T.A.; then you may need to make an appointment with the Department Head.
- ◆ After grades are released you have 21 working days in which to appeal a final grade. Appeal forms (\$35) are available in the Registrar's Office, 400 University Centre.
- ◆ The best source of information on disagreement procedures is the "Student Appeal Guide" available at the Student Advocate's Office).

3. WANT TO CHANGE OR VW FROM A COURSE

- ◆ Check the academic schedule (General Calendar or Registration Guide) for deadlines -remember that meeting deadlines are **your** responsibility and that deadlines will be strictly enforced.
- ◆ The voluntary withdrawal period starts at the end of the Registration Revision period and ends with the voluntary withdrawal deadlines. If you need to drop a course for medical or compassionate reasons, you must complete a letter of request for Authorized Withdrawals (AW) and documentation addressed to the Student Affairs Coordinator.

4. FAIL A COURSE

- ◆ You may repeat the courses as long as you do not exceed the 30 credit hour degree maximum above the degree program's requirement. The most recent attempt at a course will count for GPA calculations. The F (or other original mark) will still appear on the transcript and will be included in the credit hours allowed for attempts.
- ◆ Make up the credit hours by taking another course--the disadvantage of this is that the 'F' will appear on your final transcript, and will also be used in calculating your GPA.
- ◆ Remember that repeated courses count against the attempts available to complete your degree (you are allowed 150 hours in which to complete a 120 credit hour degree, or 90 credit hours to complete a 60 credit hour degree). If 30 credit hours of attempts are used you will be suspended from the faculty for one year before reinstatement procedures can begin.

5. **ARE PLACED ON PROBATION/SUSPENSION**

- ◆ Failure to meet minimum levels of performance (Human Ecology section, *Undergraduate Calendar*) will result in a student being placed on probation or academic suspension. This involves your grade point average, which is based on everything you have taken or transferred into your degree program (called a degree gpa), so make sure you ask us if you don't understand how it is calculated.
- ◆ If you are placed on probation, you must discuss your program with the Human Ecology Academic Advisor (by appointment only) in order to register for the following academic session. Following one academic year, if grade point average standards are not met, you will be placed on academic suspension. A student placed on academic suspension must remain outside the faculty and the university for one calendar year.
- ◆ Using all attempts (failures, repeats and transfer credit) will also result in academic suspension.

6. **WANT INFORMATION ON FINANCIAL AID AND AWARDS**

- ◆ Go to Financial Aid and Awards Office, 422 University Centre, 474-9531.
- ◆ Bursaries are based on financial need. Application deadline is late September. There are new bursaries for international students and for students who self-declare as aboriginal. Some have application forms. Check our web site for more information. General bursary application deadlines are Sept.30/Oct. 1 of each year.
- ◆ Human Ecology students have access to an emergency loan fund to provide short term loan assistance to undergraduate and graduate students with temporary financial need. Please ask the General Office for a loan request form. Loans must be repaid before you will be allowed to register for the next academic session.

7. **LOSE YOUR STUDENT CARD**

- ◆ Report to ID Centre in Registrar's office, 400 University Centre -- \$15.75 fee.

8. **CHANGE YOUR NAME OR ADDRESS**

- ◆ Change it online at www.umanitoba.ca - AURORA student (under current students).

9. **NEED ADVICE ON COURSE PLANNING OR INFORMATION ABOUT A CERTAIN COURSE**

- ◆ Review information provided in your orientation kit, during program planning sessions. Then come by during drop in hours (or make an appointment with) the Academic Advisor's office (209 Human Ecology). Information about programs will be available in AURORA student as it is developed in the next year.
- ◆ **3rd year** program reviews distributed in Nov./Dec. This ensures you are on the right path for the program you have declared.
- ◆ **4th year** degree audits conducted by the Academic Advisor in September of your 4th year.
- ◆ Attend the program planning sessions, which are held in March of each year.

10. **NEED A COPY OF YOUR TRANSCRIPT**

- ◆ Obtain an order form from the Registrar's Office, 400 University Centre. (\$10.50 fee per transcript).

11. **WANT TO CHALLENGE A COURSE FOR CREDIT**

- ◆ A student wishing to challenge a course for credit should contact the Dean's office. Dates by which to register and pay fees for challenge for credit are up to 6 weeks prior to the beginning of the course. Application forms are available in the General Office. Only a few courses may be challenged for credit - ask the General Office for the list of those which are able to be challenged.

12. **WANT TO AUDIT A COURSE**

- ◆ A student may audit a course (receive no academic credit, but the course is listed on transcript). The student must have permission from the instructor to audit. The Academic Advisor's Office must

complete the registration.

- ◆ Auditing students are those who wish to be admitted for the purpose of auditing a course(s) only (not for academic credit). No documentation other than the information requested in the application form is required for admission purposes. Once admitted, the written consent of the instructor of the course(s) which the student wishes to audit must be presented at the time of registration for approval by the Dean's representative.

13. **CHANGE YOUR REGISTRATION IN THE FIRST TWO WEEKS OF CLASSES**

- ◆ The Registration revision period is the first two weeks of classes in both terms. Courses dropped during this time will **not** be counted as voluntary withdrawals nor will they be recorded on transcripts or histories. If courses are dropped within the revision period, students will receive no financial penalty.

14. **WANT TO TAKE A COURSE YOU HAVE TAKEN BEFORE**

- ◆ The registration system will be set up to block all attempts to repeat previously completed courses. You will be asked to contact the Academic Advisor's office to discuss your reasons for repeating the course, and the Advisor's Office will be able to unblock you for that course for registration purposes if it fits into the policy of only one repeat.
- ◆ If you voluntarily withdraw from a course past the normal 2 week Registration Revision deadline, or have your registration cancelled for non-payment of fees, or receive a grade in the course, we will need to input a repeat override permission so you can register in the course.
- ◆ You must request the repeat override in writing (use our form in the general office or e-mail your request with your name and student number).

15. **WANT TO SEE YOUR STUDENT HISTORY**

- ◆ You can locate your student records (a complete listing of your University of Manitoba program(s), courses, and grades) on the University of Manitoba's web site. Go to <http://www.umanitoba.ca> then click on 'current students' and follow the links to AURORA student.

16. **WANT TO GRADUATE**

- (a) To graduate from Human Ecology, a student must have a GPA of no less than 2.0 after passing 120 hours of credit in the programs outlined in the General Calendar. (60 credit hours in 2nd degree programs)
- (b) You will be prompted by the registration system to enter your graduation date when you are registering for your fourth year. Please enter the date as per the instructions in the Registration Guide. **Students must apply electronically only - no paper forms.** If you do not declare your graduation date, you may not be eligible to graduate at your anticipated time.

17. **ARE A TRANSFER STUDENT**

- ◆ Students who transfer into the Faculty from external universities must make arrangements to transfer their courses officially by contacting the Human Ecology Academic Advisor's Office. Credits do not automatically transfer with acceptance into the faculty. If the Admissions Office has completed the course evaluations, we will be able to complete those transfers during the summer months. However, most external evaluations are not completed until some time in the autumn term.
- ◆ The courses that are transferred into your program will appear in the GPA calculations during the first year in your Human Ecology program.
- ◆ You may be required to ask other facilities/departments for written permission to take U of M courses, if the courses from other institutions did not receive equivalent U of M credit (called unallocated credit).

18. **WANT TO PLAN YOUR COURSE SELECTION FOR NEXT YEAR**

- ◆ Returning students must discuss their courses with their department before registering (excluding Family

Social Sciences). Program planning sessions are held in March. Your registration will be blocked unless the Academic Advisor's Office receives a copy of your Program Planning Sheet. Session dates will be posted in late February of each year.

- ◆ **PREREQUISITES:** Many second, third, and fourth year courses have one or more prerequisites. It is important to know what they are in planning for future courses. Under most circumstances, they are **mandatory** and must be completed before registering for the next level course. Prerequisites for each course are listed in the *General Calendar*. Second degree students: read your program requirements information carefully to review the prerequisites from which you are exempt. The Advisors Office will need to input prerequisite permission if you wish to take those courses.
- ◆ **PRACTICUM/FIELD PLACEMENT COURSES:** These courses are offered for fourth year students in all program areas. An application process is required. Check the *General Calendar* for prerequisites and the individual department for minimum GPA requirements.
- ◆ **COURSES OFFERED ALTERNATE YEARS:** Some courses in our Faculty are only offered in alternate years. Information on course offerings is available from the departments in late March. Be aware of this in planning for the future. The timetable is live on Aurora in mid to late April.

19. WANT TO OBTAIN SCHOLARSHIPS AND AWARDS

- ◆ A list of scholarships and awards is available from the Human Ecology General Office, on our website or in the Financial Aid and Awards office, and are worth considering even if you are not at the top of the class. Most awards require the student to be registered as a full-time student in their program.

20. WANT TO TAKE SUMMER COURSES

- ◆ This is a great way to pick up courses or to lighten the course load for upcoming years. The Summer/Intersession Calendar is usually available in the General Office in late February.

21. WANT TO TAKE COURSES AT ANOTHER UNIVERSITY

- ◆ Courses may be taken at another university and applied to your program in Human Ecology. This must be done with the approval of your home faculty, and by applying to take the course on a **Letter of Permission**. First, apply to be a visiting or special student at the university in question; then, go to Registrars office, 400 University Centre, and fill out the request to take the course on a Letter of Permission. (They need at least a month to complete this transaction.) Transfer of the mark is dependent on program approval from your home faculty (before you register in the course), and on successful completion of the course. You must submit your transcript of that course to Registrars office to receive credit.

WHO'S WHO

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