

**2024**

**SUMMER TERM  
PLANNING  
GUIDE**

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**University  
of Manitoba**

# WELCOME TO SUMMER TERM

Whether you're a new student getting a head start on your admission requirements, or you're a continuing student taking a couple of summer courses, you will need to make decisions about your course selection.

Summer Term is a great opportunity to take courses; however, Summer Term is unique and requires careful planning.

With so many decisions and opportunities ahead of you, getting started may require some guidance. That's why we're here.

The academic advising team in the First Year Centre offers both academic advising and student success resources to all first-year students.



This guide is interactive.

You can click any words **underlined and in bold** for more information.

## STEPS TO REGISTER FOR CLASSES



### ACCEPT YOUR OFFER OF ADMISSION

Go back to your admission offer letter and click on the **Accept** button. This will take you to your online application portal, where you can follow the instructions to accept your offer.



### CLAIM YOUR UMNNetID

Your **UMNetID** gives you access to your student e-mail, Microsoft Teams, UM Learn, online library resources, campus WiFi, and more.



### CHOOSE YOUR TARGET DEGREE/PROGRAM(S)

Use the **First Year Planning Guide** to review the degree and program options available at UM.



### CHOOSE YOUR COURSES

Review the program planning pages in the **First Year Planning Guide** to determine which courses to take in your first year and the requirements for your target degree program.



### CREATE YOUR TIMETABLE

Follow the step by step instructions in this guide to create a schedule for your classes.



### REGISTER FOR COURSES

You're almost there! Once you've created a timetable, log in to **Aurora** to take the last step and register for courses.

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# DEFINITIONS YOU NEED TO KNOW

University has a language all of its own! Knowing the terms and definitions will help you to make informed decisions. Here are some terms you may encounter as you prepare for your first year.

**ACADEMIC CALENDAR** – UM's official publication containing course descriptions, program and graduation requirements, as well as UM and faculty/school specific rules, regulations and policies. Available at [umanitoba.ca/calendar](http://umanitoba.ca/calendar)

**AURORA** – the UM online registration and student information system. Students will use Aurora to register for classes, check their fees, view their class schedule, and access their student records and final grades. Available at [aurora.umanitoba.ca](http://aurora.umanitoba.ca)

**COREQUISITE** – A course that must be completed in the same term as a second course.

**COURSE ADD DEADLINE** – The last day you can register/add a course in the Summer Term. There are several Course Add Deadlines in the Summer Term. Check the **Summer Important Dates** to determine the deadline for each course.

**COURSE DROP DEADLINE** – The last day you can remove yourself from a course without academic or financial penalty. Courses dropped by this deadline do not appear on your academic record and you will not have to pay for the course. There are several Course Drop Deadlines in the Summer Term. Check the **Summer Important Dates** to determine the deadline for each course.

**CREDIT HOURS** – The hours of credit assigned to a course. 3 credit hour courses run over one term (ex. September-December, January-April). 6 credit hour courses run over two terms and are called 'spanned' courses.

**DISTANCE AND ONLINE EDUCATION** – Online courses that do not include a scheduled lecture time where you need to be logged in. Students complete course work independently, on their own time.

**ELECTIVES** – Most programs have a certain number of credit hours that you are free to choose. An elective may be any course from the **Recommended Introductory Courses List**.

**GRADE POINT AVERAGE (GPA)** – A number representing the average value of **final grades**.

**INITIAL REGISTRATION TIME** – The day and time when you are given access to Aurora to begin your registration.

**LABS/TUTORIALS** – Instructional teaching periods for practical hands-on learning in addition to lecture time.

**LECTURE** – Time spent in class for course instruction.

**(M) MATHEMATICS REQUIREMENT** – All students at UM are required to complete a minimum of one 3 credit hour course with significant content in mathematics. Some programs require a math course(s) for admission. Courses in the **First Year Planning Guide** that satisfy the mathematics requirement are noted with an (M) after the course code.

**'MAY NOT BE HELD WITH'** – Some courses have significant content overlap and may not be held for credit together. (ex. BIOL 1000 and BIOL 1020). Review a course's description in the **Academic Calendar**.

**PREREQUISITE** – A course which must be satisfactorily completed before a more advanced course may be taken. When registering for courses, add the prerequisite course first.

**REGULAR SESSION** – The academic session when courses are offered between the months of September to April.

**SPANNED COURSE** – A class that is scheduled over multiple terms of study, usually Fall-Winter or Winter-Summer.

**SUMMER TERM** – The academic session when courses are offered in the months of May, June, July and August.

**SYLLABUS** – An outline of the entire course which includes all assignment and test dates as well as the grading scale used for the course.

**TARGET DEGREE PROGRAM** – Your faculty or school of choice.

**UM LEARN** – The University of Manitoba's online learning management system where you can access course information and materials. Available at [umanitoba.ca/umlearn](http://umanitoba.ca/umlearn)

**UNDERGRADUATE DEGREE** – The first degree program completed within university level studies. For example, Bachelor of Arts (B.A.) or Bachelor of Science (B.Sc.).

**VOLUNTARY WITHDRAWAL (VW)** – VW is when you drop a course between the Course Drop Deadline and the VW Deadline. When you VW from a course, it will remain on your academic record, but you will not receive a final grade. You will still owe the full tuition fees (tuition is not refunded). Check the **Summer Important Dates** to determine the VW deadline for each course.

**(W) WRITTEN REQUIREMENT** – All students at UM are required to complete a minimum of one 3 credit hour course with significant content in written English. Some programs require a written course(s) for admission. Courses in the **First Year Planning Guide** that satisfy the written requirement are noted with a (W) after the course code.

# SUMMER COURSE PLANNING BASICS

Here is some basic information about Summer Term courses to help you in your planning:

**Courses are offered in three formats during the Summer Term**

The diagram shows a tablet screen with three course planning options. Arrows from the text blocks point to specific parts of the screen: an orange arrow from 'Courses are offered in three formats...' points to the top section; a blue arrow from 'Each course has a credit hour value...' points to the credit hour bars; a blue arrow from '3 credit hour courses...' points to the 'MAY TO JUNE' and 'JULY TO AUGUST' sections; and a yellow arrow from '6 credit hour courses...' points to the 'MAY TO AUGUST' section.

MAY TO JUNE	JULY TO AUGUST
3 CREDIT HOURS E.g. BIOL 1020 + lab	3 CREDIT HOURS
HIST 1420 (W)	PHIL 1290
MAY TO AUGUST	
3 CREDIT HOURS OR 6 CREDIT HOURS	
ANTH 1220 (3 credit hours)	
PSYC 1200 (6 credit hours)	

**Each course has a credit hour value: usually 3 or 6**

**3 credit hour courses can run from:**

- May to June
- July to August
- May to August

**6 credit hour courses run from May to August and are called 'spanned courses'.**

We typically recommend taking no more than 3-6 credit hours (1-2 courses) over the Summer Term, though you can register in a maximum of 18 credit hours. Refer to **Determine Your Course Load** to help you decide the right number of courses for you.

**DOWNLOAD**  
COURSE PLANNING FORM



# DETERMINE YOUR COURSE LOAD

We highly recommend that you contact an **Academic Advisor** in the First Year Centre if you have any questions about course load in the Summer Term.

## MOST SUMMER TERM COURSES ARE SHORT AND INTENSE

- Most Summer Term courses are fast-paced and intense. Material that is covered over a 3-month period in a Fall or Winter Term may be covered in as little as 5 weeks in the Summer Term. This means you could be in class every day for each course.

The example below shows how STAT 1000 is scheduled in the Summer Term compared to how it is scheduled in the Fall (or Winter) Term. You can see that in the Summer Term you have more classes and labs/tutorials per week.

### STAT 1000 IN SUMMER TERM



MAY TO JUNE				
Monday	Tuesday	Wednesday	Thursday	Friday
9:00 STAT 1000 Lecture 9:00 - 10:15 AM	9:00 STAT 1000 Lecture 9:00 - 10:15 AM	9:00 STAT 1000 Lecture 9:00 - 10:15 AM	9:00 STAT 1000 Lecture 9:00 - 10:15 AM	← Lectures four times a week, 75 minutes long.
10:30	10:30 STAT 1000 Lab/tutorial 10:45 - 11:45 AM	10:30	10:30 STAT 1000 Lab/tutorial 10:45 - 11:45 AM	

### STAT 1000 IN FALL TERM



SEPTEMBER TO DECEMBER				
Monday	Tuesday	Wednesday	Thursday	Friday
8:30	8:30 STAT 1000 Lecture 8:30 - 9:45 AM	8:30	8:30 STAT 1000 Lecture 8:30 - 9:45 AM	← Lectures two times a week, 75 minutes long.
9:30		9:30	10:00 STAT 1000 Lab/tutorial 10:00 - 10:50 AM	
10:30		10:30		← Labs/tutorials once a week, 50 minutes long.

- It's important to check the schedule for each course in Aurora to determine if the dates and times will work for you.
- Important dates and deadlines** (such as the refund deadline, Voluntary Withdrawal deadline, and test and assignment dates) come up very quickly and can be different for each course. You will need to keep track of dates and deadlines for each course, and make academic decisions very quickly.
- While you are allowed to register in a maximum of 18 credit hours over the Summer Term, we typically recommended taking just 3–6 credit hours (1-2 courses) at a time due to the fast pace of Summer Term courses.

## WHAT OTHER COMMITMENTS DO YOU HAVE?

- Given that you could be in classes and studying for several hours each day, it can be difficult to have time for commitments outside of school (such as work, volunteering, sports, and family or social commitments) during the Summer Term.
- Keep all of your commitments in mind when deciding how many courses you can successfully manage.

## WHAT ARE THE ADMISSION REQUIREMENTS OR THE FIRST YEAR COURSES FOR YOUR TARGET DEGREE PROGRAM?

- Review the specific **program pages** in the **First Year Planning Guide** to learn which first-year courses you need to take for your target degree program. Refer to the grey admission box for each program in the **First Year Planning Guide** to confirm the required credit hours for admission.
- Contact an **Academic Advisor** in the First Year Centre to find out if you can use the Summer Term to complete the admission requirements for your target degree.

## DO YOU NEED TO MEET A MINIMUM COURSE LOAD REQUIREMENT?

- If you have been awarded a scholarship, bursary, student loan, or other type of funding, it is important that you know the course load amount necessary to meet your funding requirements (ex. 60% or 80% course load). Contact the **Financial Aid and Awards** office to confirm what course load meets your specific situation.
- If you are an international student, contact the **International Centre** to discuss your conditions as a study permit holder in Canada and how this may impact the number of courses you decide to register for in the Summer Term.

## DO YOU NEED TO UPGRADE YOUR HIGH SCHOOL PREREQUISITES?

- Some university-level courses may require that you first complete Grade 12 (40S) courses such as Biology, Chemistry, Mathematics (Pre-Calculus or Applied), or Physics.
- Click the course code **ex. MATH 1500** of any course in the **First Year Planning Guide** to learn essential information, such as course descriptions and prerequisites.
- If you did not complete these requirements in high school or you did not achieve the grade necessary for prerequisite purposes, you may take these courses as part of your schedule at university or at an Adult Education Centre. See **Upgrading Courses** in the **First Year Planning Guide** for complete details on how to upgrade your high school courses through the UM.
- Please note that some upgrading courses are not considered for university credit and may not count in your overall credit hour total.

## HAVE YOU TAKEN ADVANCED PLACEMENT (AP) OR INTERNATIONAL BACCALAUREATE (IB) COURSES?

- If you completed AP or IB courses in high school, wrote the exams, and attained the minimum score, you may be eligible for transfer credit to reduce your first year course load. Learn about which AP or IB courses are equivalent to UM courses and the minimum grades required on the **Admissions Office** website.
- AP or IB credits are not automatically transferred. If you decide that you want to transfer your credit, you must submit a form to Enrolment Services. This form can be found on the **Admissions Office** website.

If you have any questions about determining your course load, contact an **Academic Advisor** in the First Year Centre.



# CHOOSE YOUR COURSES

The Summer Term can be a great way to get a head start on your studies! To ensure you get off to a strong start, it is important to choose your courses strategically.

## COURSE SELECTION RESOURCES

The **First Year Planning Guide** is the primary tool you will use for course selection for the Summer Term and throughout your first year at UM. Each degree has a page that explains which courses to take in your first year.



### IF YOU HAVE ONE DEGREE PROGRAM YOU ARE PLANNING TO TARGET

Choose your courses from the First Year Courses chart for your target degree program. All courses listed in the chart are required in the degree program, but may not be required for admission. Refer to the grey admission box (underneath the First Year Courses chart on each program page) for minimum admission requirements. Also see Tips for Choosing Courses for more specific details.



### IF YOU ARE INTERESTED IN MORE THAN ONE DEGREE PROGRAM

Compare the First Year Courses chart and the Tips for Choosing Courses section for each of the degree programs you're interested in to see if there are any common courses you can take.



### IF YOU AREN'T SURE WHICH DEGREE PROGRAM YOU WANT TO PURSUE, THAT'S OK!

Review the **Undecided program page** in the First Year Planning Guide.



**Get Ready to Register for Summer Zoom session:** This session will show you how to use the **First Year Planning Guide** to choose your courses and how to make course selections that will work for you in the Summer Term!

## COURSE PLANNING ADVICE

Check if your courses have labs/tutorials, as these will add to your course load.

1

Considering starting with only 1-2 courses so you can adjust to university and the intense pace of Summer courses.

3

Starting in Summer gives you a great head start so you can lighten your course load in Fall and Winter.

5

If you're missing a high school prerequisite, consider **upgrading** during Summer.

7

2

Does your target degree include **electives**? Consider taking an elective so that you have a wide variety of subjects to choose from.

4

If you don't have a strong background in a specific course (ex. a math or writing course) considering taking it at a slower pace in Fall or Winter.

6

Not all courses are offered in Summer, so stay flexible with your course planning.



# STEPS TO CREATING YOUR TIMETABLE

After you decide which courses you want to take, you will need to create a timetable. Courses are offered at a variety of times throughout the day. It is up to you to make a schedule that best suits your lifestyle and commitments.

## 1 DOWNLOAD OR PRINT A TIMETABLE PLANNING FORM

Use the [Timetable Planning Form](#) to see how your classes will be distributed throughout the week.

Classes are offered on various days and times throughout the week.

IN AURORA, DAYS OF THE WEEK ARE LISTED AS:

M = MONDAY

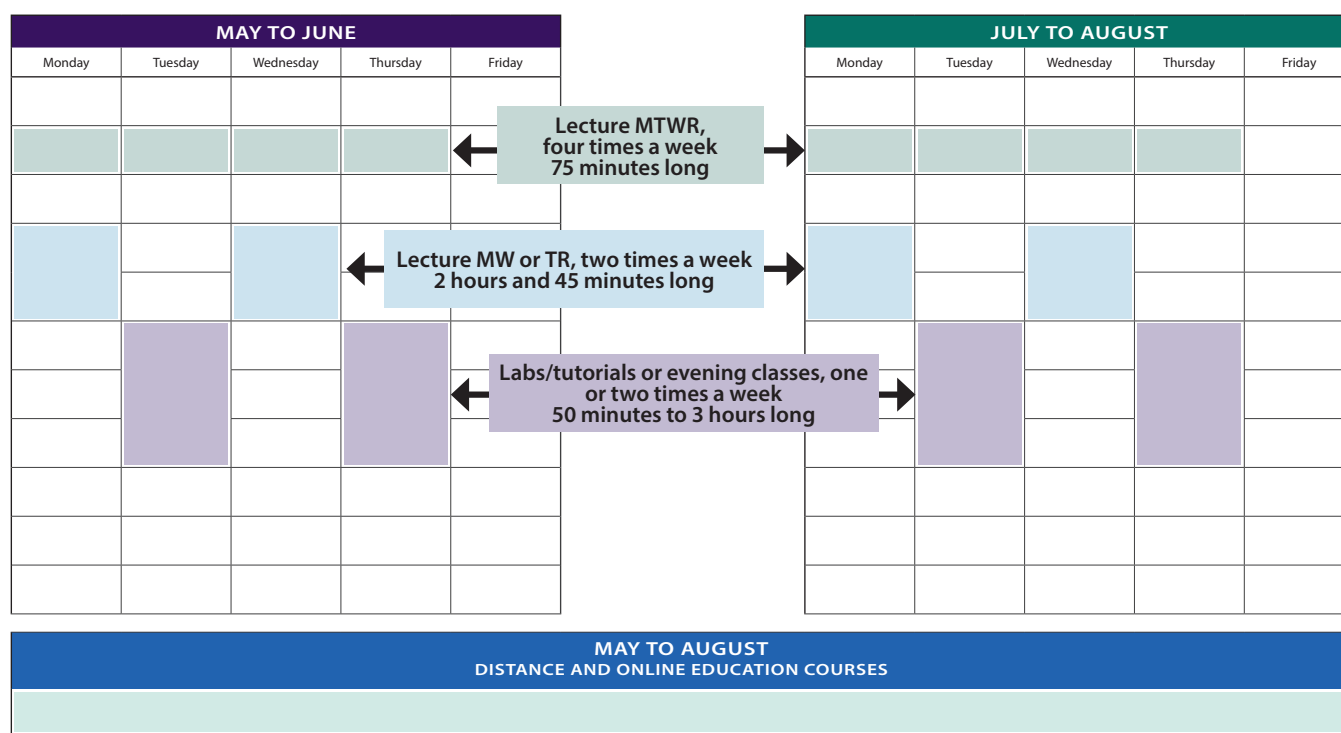
T = TUESDAY

W = WEDNESDAY

R = THURSDAY

F = FRIDAY

Many Summer Term classes run Monday to Thursday, but schedules vary considerably. Some classes also have a lab/tutorial component in addition to the lecture times. You will need to check Aurora to find the schedule for each of your courses and labs/tutorials.



Distance and Online Education sections of a course (ex. D01, D02) have no scheduled class time, so you can do the coursework on your own time.

**DOWNLOAD**  
TIMETABLE PLANNING FORM



## 2 IDENTIFY WHEN CLASSES ARE OFFERED

You will need to plan your timetable using information found in **Aurora**, the University of Manitoba's online registration and student information system.



Watch this short video, **How to Register Using Aurora**

In **Aurora**, use the Look Up Classes function to search for courses you'd like to register in. Make sure to carefully read all the text in the course entry on Aurora, as this includes essential information.

### Sections:

- Lecture (A)
- Labs/tutorials (B)
- Distance and Online Education courses (D)
- Lecture sections that include a field trip/field work start with K (ex. K01)

### CRN:

- 4 or 5 digit Course Reference Number

### Days and times the course is offered:

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday

Other important info (often in bold)

### Cap = Capacity:

- Maximum number of students that can be enrolled in this section

### Act = Actual:

- Number of students actually enrolled

### Rem = Remaining:

- Number of remaining spots

### WL Act = Waitlist Actual:

- Number of students on the waitlist
- For more info on waitlists, review How to Register Using Aurora video at the top of this page

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
1094	STAT	1000	A01	M	3.000	Basic Statistical Analysis 1	MTWRF	09:00 am-10:15 am	200	0	200	0	0	0
1616	STAT	1000	B01	M	0.000	Basic Statistical Analysis 1	TR	10:45 am-11:45 am	50	0	50	0	0	0

Select from labs B01, B02, B03 or B04.

This section must be taken with a lecture.

This section will be assessed a lab fee.

### 3 FILL IN YOUR TIMETABLE

Plan your timetable by adding each course to the Timetable Planning Form.

Summer Term courses are offered in two different formats:

**In-Person and Distance and Online Education.**

- **In-Person** sections of a course have specific meeting times and locations.
- **Distance and Online Education** sections of a course (ex. D01, D02) do not have a scheduled lecture time when you need to be logged in. This allows you to go through the course material independently on your own time, however graded items (such as assignments, term tests, and the final exam) will have specific due dates or will be scheduled for specific dates and times in the Central Standard time (CDT/CST) time zone.

When building a timetable, it is critical to prioritize which courses to add to your timetable first.

#### Prioritize:

- Courses that are offered with the least number of sections, as these offer less flexibility and may fill up more quickly.
- Courses that require both a lecture and a lab section, as these can be challenging to fit into a timetable.

### SUMMER TERM TIMETABLE PLANNING FORM

MAY TO JUNE					JULY TO AUGUST						
	Monday	Tuesday	Wednesday	Thursday	Friday		Monday	Tuesday	Wednesday	Thursday	Friday
9:00						9:00	STAT 1000 A02 9:00-10:15 AM	STAT 1000 A02 9:00-10:15 AM	STAT 1000 A02 9:00-10:15 AM	STAT 1000 A02 9:00-10:15 AM	
10:30						10:30					
	BIOL 1020 A01 10:45-12:00 PM	BIOL 1020 A01 10:45-12:00 PM	BIOL 1020 A01 10:45-12:00 PM	BIOL 1020 A01 10:45-12:00 PM							
12:00						12:00					
1:30						1:30					
3:00						3:00					
		BIOL 1020 B02 2:15-5:00 PM		BIOL 1020 B02 2:15-5:00 PM							
5:00						5:00					
							STAT 1000 B09 5:00-6:00 PM			STAT 1000 B09 5:00-6:00 PM	
6:00						6:00					
7:00						7:00					

MAY TO AUGUST DISTANCE AND ONLINE EDUCATION COURSES	
ANTH 1210 D01	

# REGISTERING FOR SUMMER TERM CLASSES

By the time you are ready to register for courses, your timetable should be planned. If you have not already done so, watch this short video, [How to Register Using Aurora](#).

## 1 DETERMINE YOUR INITIAL REGISTRATION TIME

- All students are given a specific date and time to begin registering for Summer Term courses. This is called your Initial Registration Time and it is the earliest date that you can register. It is your best chance of getting into the courses you want.
- Check your assigned Initial Registration Time in [Aurora](#) on or after **March 25, 2024**.
- In [Aurora](#), go to:
  - ▶ Enrolment & Academic Records ▶ Registration and Exams ▶ Registration Time and Status
- All students are assigned an Initial Registration Time between **April 1-4, 2024**.

## 2 REGISTER FOR CLASSES USING AURORA

- Please watch [How to Register Using Aurora](#) before your initial registration time.
- If the course you want to register for is full, you may be able to add yourself to a waitlist. Watch the [Aurora video](#) for details on how to add yourself to a [waitlist](#).
- Make adjustments to your registration before the applicable Course Add Deadline and Course Drop Deadline. Each of your courses could have different deadlines. Since most Summer term courses are condensed, the Course Add Deadline and the Course Drop Deadline could be only a few days after the course begins.
- If you receive a registration error message, consult [Registration Errors](#). This site has explanations of error messages and instructions for how to resolve registration issues.

## 3 CONFIRM YOUR REGISTRATION

- Confirm your registration by checking your Student Detail Schedule.
- In [Aurora](#), go to:
  - ▶ Enrolment & Academic Records ▶ Registration and Exams ▶ Student Detail Schedule

## 4 CHECK YOUR FEES

- Check Aurora for a fee balance, also called your account summary.  
In [Aurora](#), go to:
  - ▶ Enrolment & Academic Records ▶ Student Records ▶ View Account Summary by Term
- Be sure to confirm your account summary whenever you make changes to your registration.

## 5 GET YOUR BOOK LIST

- A book list for the courses you are registered in will be available through Aurora before your classes begin.
- In [Aurora](#), go to:
  - ▶ Enrolment & Academic Records ▶ Student Records ▶ View Booklist

## ? NEED SOME ADDITIONAL GUIDANCE?

- Attend or watch a recording of the [Get Ready to Register for Summer Zoom session](#) offered by the First Year Centre.
- Connect with an [Academic Advisor](#) in the First Year Centre if you have questions during the course planning process.
- Explore your options with [career planning resources](#) or connect with [Career Services](#) to meet with a [Career Consultant](#).

# IMPORTANT DATES

## SUMMER TERM 2024

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### IMPORTANT DATES BEFORE CLASSES BEGIN:

March 25, 2024	Confirm your Initial Registration Time in Aurora
April 1-4, 2024	Initial Registration Period ( <b>with gradual space release in effect</b> ) 9:00 am to 11:59 pm (CDT/CST) daily
April 5-7, 2024	Registration Closed 12:00 am to 1:00 pm (CDT/CST)
April 8, 2024	Registration Reopens at 9:00 am (CDT/CST) Open 24/7

### IMPORTANT DATES AFTER CLASSES BEGIN:

	Start and End Dates	Course Add Deadline	Course Drop Deadline	Fee Payment Deadline	Voluntary Withdrawal (VW) Deadline	Final Exam Period
May-June courses	May 6 to June 13	May 9	May 9	May 22	June 4	June 17 to 22
July-August courses	July 2 to August 9	July 5	July 5	July 11	July 30	August 12 to 17
May-August (3 credit hour courses)	May 6 to August 9	May 16	May 16	May 22	July 18	August 12 to 17
May-August (6 credit hour courses)	May 6 to August 9	May 9	May 9	May 22	July 18	August 12 to 17



### IMPORTANT DATES AND DEADLINES

View the [Important Dates and Deadlines](#) from the Registrar's Office for a complete list of academic dates.

# CONTACT US

## FIRST YEAR CENTRE



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[umfirstyearcentre](https://www.instagram.com/umfirstyearcentre)



Monday-Friday, 8:30 am to 4:30 pm (CST/CDT)



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