



2025

SUMMER TERM PLANNING GUIDE



**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 **underlined and bold** words for more information. Click **course codes** ex. **BIOL 1020** for specific course descriptions.

STEPS TO REGISTER FOR CLASSES

ACCEPT YOUR OFFER OF ADMISSION

- 1 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

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

CHOOSE YOUR TARGET DEGREE PROGRAM(S)

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

CHOOSE YOUR COURSES

- 4 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

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

REGISTER FOR COURSES

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

CONTENTS

Welcome

Steps to register for classes	2
-------------------------------	---

First year planning

Definitions you need to know	4
Summer course planning basics	5
Determine your course load	6
Choose your courses	8
Create your timetable	9
Register for Summer Term classes	12

Important dates and contact information

Important dates	13
Contact us	14

QUICK LINKS

Useful external resources

Faculties and Programs list
Recommended Introductory Courses
Upgrading Courses
Get Ready to Register
Popular Questions
How Do I?

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.

AURORA – single-sign on launch page used to access many UM systems and resources. Students will use Aurora cards to register for classes, check their fees, view their class schedule, and access their student records and final grades. Available at 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 a term. Check the [Important Dates and Deadlines](#) to determine the deadline for each course.

COURSE DROP DEADLINE – The last day you can drop a course in a term. Courses dropped by this deadline do not appear on your academic record and you will not have to pay for the course. Check the [Important Dates and Deadlines](#) 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.

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, therefore a VW will not impact your GPA. You will still owe the full tuition fees (tuition is not refunded).

(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 'Courses are offered in three formats during the Summer Term' point to these options. A blue arrow points from 'MAY TO JUNE' to the text '3 credit hour courses can run from:'. A yellow arrow points from 'MAY TO AUGUST' to the text '6 credit hour courses run from May to August and are called 'spanned courses''. The tablet screen displays:

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 contacting 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	9:00 ← 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	10:30 ← Labs/tutorials two times a week, 60 minutes long.

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	8:30 ← Lectures two times a week, 75 minutes long.
9:30	10:00	9:30	10:00 STAT 1000 Lab/tutorial 10:00 - 10:50 AM	9:30 ← Labs/tutorials once a week, 50 minutes long.
10:30		10:30		

- 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 Minimum Admission Requirements section 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.

i 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 Minimum Admission Requirements section (underneath the First Year Courses chart on each program page) for minimum admission requirements.
- 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

1

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

2

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

3

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

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.

5

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

6

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

7

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

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 various times throughout the week. It is up to you to make a schedule that best suits your lifestyle and commitments.

1 DOWNLOAD OR PRINT A TIMETABLE PLANNING FORM

In Aurora, days of the week are listed as:

M = MONDAY

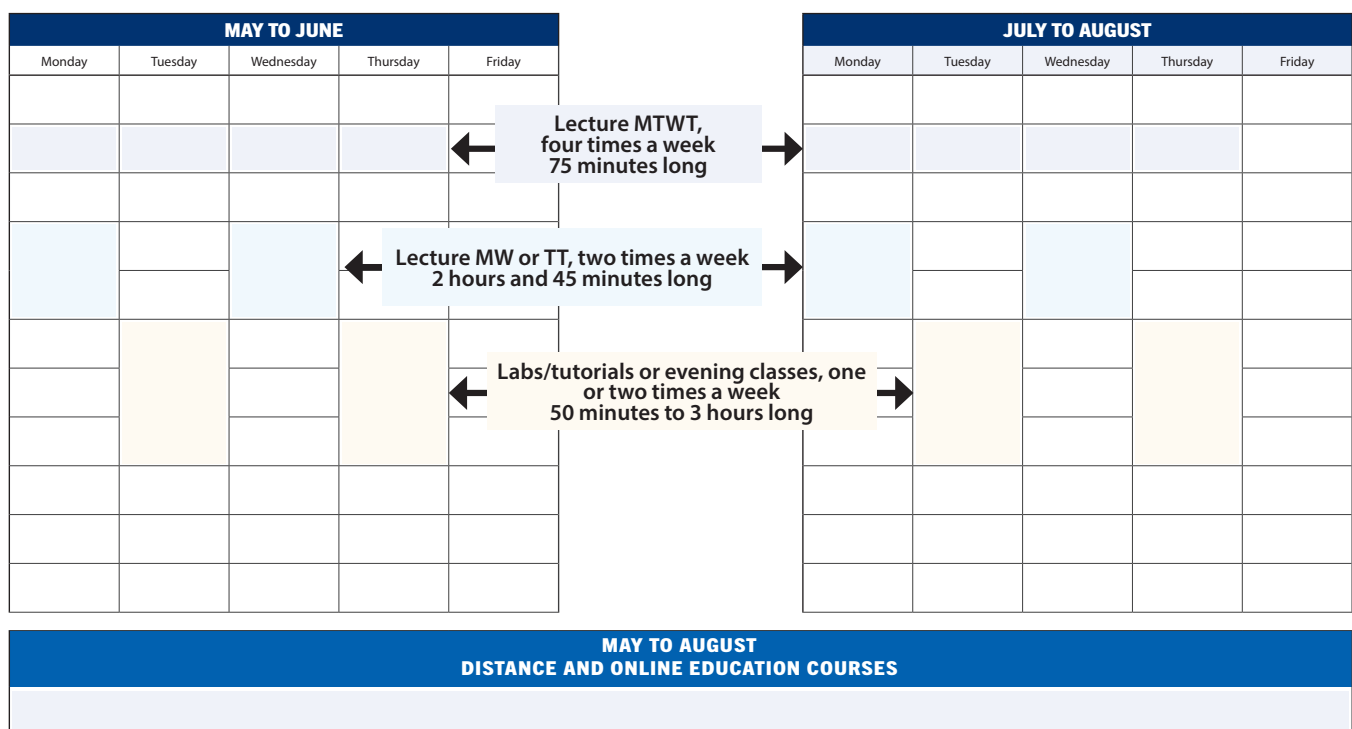
T = TUESDAY

W = WEDNESDAY

T = THURSDAY

F = FRIDAY

- Use the **Timetable Planning Form** to see how your classes will be distributed throughout the week.
- 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
COURSE 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.

- Use the **Timetable Planning Form** to see how your classes will be distributed throughout the week.
- 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.
- Watch **How to Register Using Aurora**. 
- In **Aurora**, select Open Registration Dashboard and use the Browse Classes function to search for courses you'd like to register in. Make sure to carefully read all the text in the course entry, 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)

Days and times the course/lab is offered:

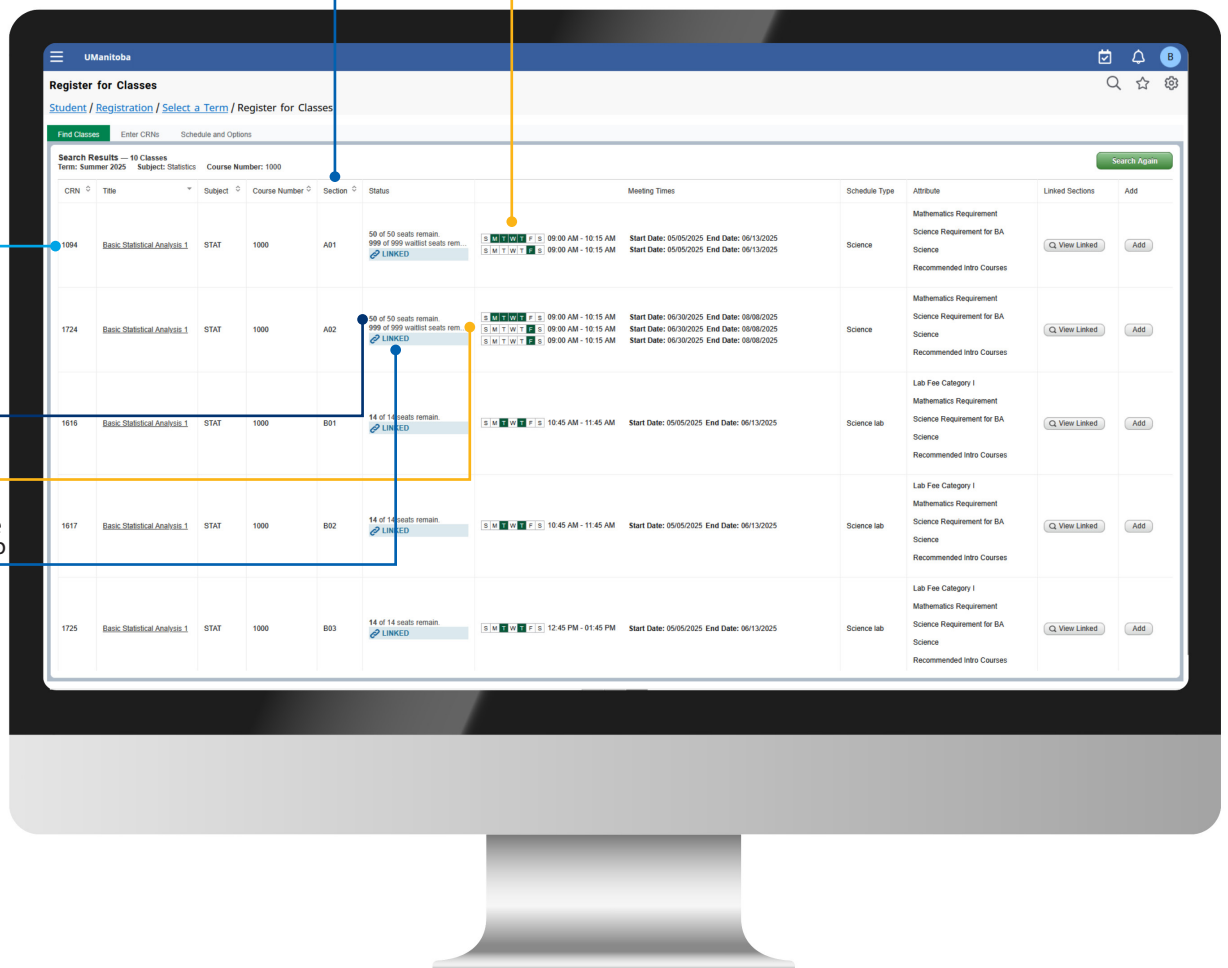
- M = Monday
- T = Tuesday
- W = Wednesday
- T = Thursday
- F = Friday

CRN:

- 4 or 5 digit Course Reference Number

Status:

- Maximum number of students that can be enrolled in this section
- Remaining spots
- Waitlist seats remaining
- **LINKED** indicates course must be taken with a lab



CRN	Title	Subject	Course Number	Section	Status	Meeting Times	Schedule Type	Attribute	Linked Sections	Add
1094	Basic Statistical Analysis 1	STAT	1000	A01	59 of 50 seats remain. 999 of 999 waitlist seats remain. LINKED	S M T W T F S : 09:00 AM - 10:15 AM S M T W T F S : 09:00 AM - 10:15 AM	Science	Mathematics Requirement Science Requirement for BA Science Recommended Intro Courses	View Linked	Add
1724	Basic Statistical Analysis 1	STAT	1000	A02	59 of 50 seats remain. 999 of 999 waitlist seats remain. LINKED	S M T W T F S : 09:00 AM - 10:15 AM S M T W T F S : 09:00 AM - 10:15 AM	Science	Mathematics Requirement Science Requirement for BA Science Recommended Intro Courses	View Linked	Add
1616	Basic Statistical Analysis 1	STAT	1000	B01	14 of 14 seats remain. LINKED	S M T W T F S : 10:45 AM - 11:45 AM	Science lab	Lab Fee Category I Mathematics Requirement Science Requirement for BA Science Recommended Intro Courses	View Linked	Add
1617	Basic Statistical Analysis 1	STAT	1000	B02	14 of 14 seats remain. LINKED	S M T W T F S : 10:45 AM - 11:45 AM	Science lab	Lab Fee Category I Mathematics Requirement Science Requirement for BA Science Recommended Intro Courses	View Linked	Add
1725	Basic Statistical Analysis 1	STAT	1000	B03	14 of 14 seats remain. LINKED	S M T W T F S : 12:45 PM - 01:45 PM	Science lab	Lab Fee Category I Mathematics Requirement Science Requirement for BA Science Recommended Intro Courses	View Linked	Add

3 FILL IN YOUR TIMETABLE

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

Courses are offered in two different formats:

- **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.
 - Term tests and the final exam will be at a set day and time scheduled 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.
- Required courses, as these are higher priority than those you are choosing as electives.

SUMMER TERM TIMETABLE PLANNING FORM

MAY TO JUNE					
	Monday	Tuesday	Wednesday	Thursday	Friday
9:00					
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					
1:30					
3:00		BIOL 1020 B02 2:15-5:00 PM		BIOL 1020 B02 2:15-5:00 PM	
5:00					
6:00					
7:00					

JULY TO AUGUST					
	Monday	Tuesday	Wednesday	Thursday	Friday
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					
12:00					
1:30					
3:00					
5:00		STAT 1000 B09 5:00-6:00 PM		STAT 1000 B09 5:00-6:00 PM	
6:00					
7:00					

MAY TO AUGUST DISTANCE AND ONLINE EDUCATION COURSES	
Course(s):	ANTH 1210 D01

STEPS TO 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 have chosen.
- Check your assigned Initial Registration Time in [**Aurora**](#) on or after **March 17**
- In Aurora, select Open Registration Dashboard ▶ Prepare for Registration
- All students are assigned an Initial Registration Time between **March 24-27**

2 REGISTER FOR CLASSES USING AURORA

- 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. For instructions on adding yourself to a waitlist, please visit the [**waitlist page**](#).
- Make adjustments to your registration before the [**Course Add and Course Drop Deadlines**](#). 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.

3 CONFIRM YOUR REGISTRATION

- Confirm your registration
- In Aurora, select ▶ Open Registration Dashboard ▶ View Registration Information

4 CHECK YOUR FEES

- Check Aurora for a fee balance by locating the View Account Summary by Term card.
- 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, select ▶ My Course Materials card



NEED SOME ADDITIONAL GUIDANCE?

- Attend or watch a recording of the [**Get Ready to Register Session for Summer**](#) offered by the First Year Centre.
 - Watch [**How to Register Using Aurora**](#).
 - 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 2025

IMPORTANT DATES BEFORE CLASSES BEGIN:

March 17, 2025	Confirm your Initial Registration Time in Aurora
March 24-27, 2025	Initial Registration Time (with gradual space release in effect) 9:00 am to 11:59 pm daily
March 28, 2025	Registration closed from 12:00 am to 1:00 pm for addition of <u>waitlist</u>
March 28, 2025	Registration reopens at 1:00 pm and will remain open

IMPORTANT DATES AFTER CLASSES BEGIN:

MAY-JUNE COURSES MAY 5 TO JUNE 13	
May 5	First day of classes
May 8	Course Add/Drop Deadline
May 21	Fee Payment Deadline
June 3	Voluntary Withdrawal (VW) Deadline
June 13	Last day of classes
June 16-21	Final Exam Period

JULY-AUGUST COURSES JUNE 30 TO AUGUST 8	
June 30	First day of classes
July 4	Course Add/Drop Deadline
July 16	Fee Payment Deadline
July 29	Voluntary Withdrawal (VW) Deadline
August 8	Last day of classes
August 11-16	Final Exam Period

3 CREDIT HOUR MAY-AUGUST COURSES MAY 5 TO AUGUST 8	
May 5	First day of classes
May 15	Course Add/Drop Deadline
May 21	Fee Payment Deadline
July 17	Voluntary Withdrawal (VW) Deadline
August 8	Last day of classes
August 11-16	Final Exam Period


6 CREDIT HOUR MAY-AUGUST COURSES MAY 5 TO AUGUST 8	
May 5	First day of classes
May 8	Course Add/Drop Deadline
May 21	Fee Payment Deadline
July 17	Voluntary Withdrawal (VW) Deadline
August 8	Last day of classes
August 11-16	Final Exam Period

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

 1-204-474-6209

 fycentre@umanitoba.ca

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

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

 205 Tier Building