Registration Tutorial
Picking Your Courses

For Direct Entry Students Admitted From High School to the Asper School of Business
Credit Hours

The University of Manitoba uses “Terms”

Fall Term
- September to December
- A course taught in this time span is 3 credit hours

Winter Term
- January to April
- A course taught in this time span is 3 credit hours
Credit Hours

The University of Manitoba uses “Terms”

Spanned Course
- September to April/ Fall Term and Winter Term
- A course taught in this time span is 6 credit hours

Summer Term
- May to August
- This is sometimes called “Summer Session”
A Full (100%) Course Load

5 courses per term for a total of 30 credit hours from September to April

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term</th>
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<tbody>
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<td>September to December</td>
<td>January to April</td>
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- Course 1 (3 credit hours)  
- Course 2 (3 credit hours)  
- Course 3 (3 credit hours)  
- Course 4 (3 credit hours)  
- Course 5 (3 credit hours)

Total = 15 credit hours  

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Course Load

- You are **not** required to complete 30 credit hours in the first year of study.
- Full time student status is considered a **60%** course load = 9 credit hours per term.
- To be eligible for most scholarships you must be registered in an **80%** course load = 12 credit hours per term.
- You will be considered a Year 2 student once you have completed 24 credit hours.
Prerequisites

What is a prerequisite?

- Courses you are required to take before you can take other (usually higher level) courses

Example using MATH 1500—Introduction to Calculus

- Prerequisite: Minimum 60% in Pre-Calculus Math 40S

- This means you must have completed Pre-Calculus Math 40S with at least a 60% before registering for MATH 1500
Courses to Take in Year 1

It is recommended students begin with the following 24 credit hours of Foundation Courses:

A combined 6 credit hours from the following list:

- Anthropology (ANTH)
- Mathematics (MATH)
- Political Studies (POLS)
- Sociology (SOC)
- History (HIST)
- Philosophy (PHIL)
- Psychology (PSYC)

Note: You can either take one 6 hour course or two 3 hour courses

When picking courses, remember to consider which will be prerequisites for your future courses. For example—if you are interested in Actuarial Math, you will want to pick Math courses to fulfill this requirement.
Courses to Take in Year 1

- Both of ECON 1010 (Microeconomics) **AND** ECON 1020 (Macroeconomics)
  - These courses are 3 credit hours each

- One of either MATH 1520 (Introductory Calculus for Management & Social Sciences) **OR** MATH 1500 (Introduction to Calculus)
  - These courses are 3 credit hours each

Note: MATH 1500 and MATH 1520 require a minimum grade of 60% in Pre-Calculus Math 40S or a grade of 60% in the Math Skills Course taught by Extended Education.

If you took Applied Math 40S in High School, then you must register in the **Math Skills** course.
Courses to Take in Year 1

- STAT 1000 (Basic Statistical Analysis 1)
  - 3 credit hours

- Written English Course (W) from a Specific Discipline
  - This excludes ARTS 1110, GMGT 1010 and GMGT 2010 as they are not considered to be from a specific discipline
  - 3 credit hours

- Elective
  - 3 credit hours of a non-business class of your choosing
  - PHIL 1290 (Critical Thinking) is recommended
Example Registration

Example of a 24 credit hour schedule between the Fall Term and Winter Term

**Fall Term**
- PSYC 1200—Part A (3 Hours)
- ECON 1010 (3 Hours)
- STAT 1000 (3 Hours)
- Written English Course (3 Hours)

Total = **12** credit hours

**Winter Term**
- PSYC 1200—Part B (3 Hours)
- ECON 1020 (3 Hours)
- MATH 1520 (3 Hours)
- PHIL 1290 (3 Hours)

Total = **12** credit hours
Courses to Take in Year 1

If you are completing a 100% course load (5 courses per term) you will take the additional following 6 credit hours:

- GMGT 1010 (Business and Society)

One of:
- GMGT 2060 (Management and Organizational Theory)
- GMGT 2070 (Introduction to Organizational Behaviour)
- MKT 2210 (Introductory Marketing)

Note: Each of these courses is 3 credit hours
Example Registration

Example of a **30 credit hour** schedule between the Fall Term and Winter Term

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1210</td>
<td>HIST 1370</td>
</tr>
<tr>
<td>ECON 1010</td>
<td>ECON 1020</td>
</tr>
<tr>
<td>STAT 1000</td>
<td>MATH 1520</td>
</tr>
<tr>
<td>Written English Course</td>
<td>PHIL 1290</td>
</tr>
<tr>
<td>GMGT 1010</td>
<td>MKT 2210</td>
</tr>
</tbody>
</table>

Fall Term: **Total = 15 credit hours**
Winter Term: **Total = 15 credit hours**
Looking Up Courses

- All courses can be found through *Aurora* Student

- Courses can be looked up in either the Course Catalog or Class Schedule

- The *Course Catalog* refers to all courses

- The *Class Schedule* shows which courses are offered each term and when they are being held.

- Both the Catalog and Schedule can be used without having to log in to *Aurora*
Finding Aurora

1. Go to the University of Manitoba’s home page www.umaniitoba.ca
2. Move your cursor over ‘Current Students’, this will change the menu available to you
3. The link for Aurora is located on the right hand side under ‘Online Services’
4. Click Aurora
Aurora Student

Notice the links to the Course Catalog and Class Schedule on the Aurora main page

Click on Class Schedule
Class Schedule

Use the drop down menu to select the term you want to find courses in

Click submit
Class Schedule

You can either select a specific subject or click on all to generate the entire list of subjects.

To select multiple subjects, simply press the control key and click multiple subjects.
Class Schedule

Enter the course number if known

If you do not know the course number, leave this field blank—you will get all courses offered in the chosen subject

Click Class Search
Class Schedule

This course title links to detailed class information, CRN and section, i.e. restrictions and space—see next slide.

Intermediate Accounting - Assets - 10070 - ACC 2010 - A01

Associated Term: Fall 2016
Registration Dates: Jun 20, 2016 to Sep 21, 2016
Levels: Undergraduate
Main (Fort Garry & Bannatyne) Campus
Management, I.H. Asper School Schedule Type
3.000 Credits
View Catalog Entry

Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Lecture 11:30 am - 12:45 pm MW DRAKE CENTRE 103 Sep 08, 2016 - Dec 09, 2016 Management, I.H. Asper School TBA

Course information and link to the course description by clicking View Catalog Entry

When, Where, and Who is teaching the class.
Waitlist Function

New feature for registration in the 2016-2017 academic year

- Select courses will include a Waitlist function allowing students to be added to a waitlist for a full course and notified when a space becomes available.

- IMPORTANT NOTE: Students must have a U of M e-mail account to receive Waitlist notifications.

- Please see the Registrar’s office website for further details.

- A list of Asper courses which will contain a waitlist are available: http://umanitoba.ca/faculties/management/media/Fall_2016_and_Winter_2017_sections_with_Waitlist_2016_06_27.pdf
Detailed Class Information

This will take you to a brief course description
See next slide

This indicates the space available in this section which is broken down into regular seats and waitlist seats

This indicates the type of student eligible to take this section

This indicates detailed information regarding course prerequisites

Prerequisites:
Undergraduate level 009 110 Minimum Grade of C+ or Undergraduate level ACC 1100 Minimum Grade of C+ or ACC 1100 - PQ Substitution 065 or Undergraduate level ACC 1101 Minimum Grade of C+
Catalog Entries

This area will indicate if the course fulfills specific requirements (E.g. for W courses it says 'Written English Requirement')

Prerequisites are also listed here.
What is a CRN?

- A CRN is a 5 digit **Course Registration Number**
  - CRN’s for Fall Term start with a 1
  - CRN’s for Winter Term start with a 5
  - CRN’s for Summer Term start with a 3

- When planning your schedule make sure to write down the course CRN

- The CRN can be used as a shortcut to adding your courses on your registration day

Note: Generally classes and labs will have their own CRN’s
Where is the CRN Found?

The CRN is found under ‘Class Schedule’
Course Section

- The section information will indicate the type of course:
  - “A” sections are on campus lectures
  - “B” sections are labs
  - “D” sections are distance courses

Note: some lectures have labs, it will show in Aurora when a lecture is linked to a lab

Example: MATH 1520 will have several “A” sections and many “B” sections.

You will be required to register for one “A” section and a specified “B” section.
Planning Your Schedule

- Most classes from **other faculties** are offered either
  - Monday/Wednesday/Friday (MWF) for 50 minutes **OR**
  - Tuesday/Thursday (TR) for 75 minutes

- Most labs are offered once a week

- Most classes from **Asper** are offered
  - Monday/Wednesday (MW) for 75 minutes **OR**
  - Tuesday/Thursday (TR) for 75 minutes

Note: a timetable form to plan out your schedule is available on our website under “Registration Information”
What Next?

See the Registration Tutorial on how to register using Aurora Student