2023

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 words **underlined and in bold** for more information.

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**STEPS TO REGISTER FOR SUMMER TERM CLASSES**

1. **ACCEPT YOUR OFFER OF ADMISSION**
   To [accept your offer of admission](#), go back to the online application portal and click on the “Accept” button in your admission offer letter.

2. **CLAIM YOUR UM NET ID**
   Your [UM Net ID](#) gives you access to your student e-mail, Microsoft Teams, UM Learn, online library resources, campus WiFi, and more.

3. **CHOOSE YOUR TARGET DEGREE/PROGRAM(S)**
   Use the [First Year Planning Guide](#) to review the degree and program options available at UM.

4. **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.

5. **CREATE YOUR TIMETABLE**
   Follow the [step by step instructions in this guide](#) to help you create a schedule for your classes.

6. **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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→ Faculties and Programs list
→ Recommended Introductory Courses
→ Upgrading courses
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; and UM and faculty/school-specific rules, regulations, and policies. Available at 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

**COREQUISITE** – A course that must be completed in the same term as a second course. When registering for courses, add the corequisite course first.

**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 or January-April). 6 credit hour courses run over two terms two terms (ex. September-December and January-April) 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 that includes the Fall and Winter Terms and runs from September to April. Courses in the Regular Session begin in either September or January.

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

**SUMMER TERM** – The academic session that runs from May to 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** – The degree or diploma you want to obtain through the UM.

**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. 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/SCHEDULES/TERMS**

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

**EACH COURSE HAS A CREDIT HOUR VALUE: USUALLY 3 OR 6**

- 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 the [Determine Your Course Load](#) section to help you decide the right number of courses for you.

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**Download a Course Planning Form here**
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

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STAT 1000 IN FALL TERM

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- 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 to be able to apply 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, 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, please contact the International Centre to determine if you are required to be a full-time student during 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 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 also 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

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 a variety 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.

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MAY TO AUGUST
DISTANCE AND ONLINE EDUCATION COURSES

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 a Timetable Planning Form here
```
2 IDENTIFY WHEN CLASSES ARE OFFERED

You will need to plan your timetable using information found in Aurora, UM’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.

From the Look Up Classes screen in Aurora you will be able to determine:

- Days and times the course is offered
- Course sections
  - Lecture sections start with 'A' (ex. A01, A02)
  - Labs/tutorials start with 'B' (ex. B01, B02)
  - Distance and Online Education sections start with 'D' (ex. D01, D02)
- CRN (4 or 5 digit Course Reference Number)
- Other important information (often in bold)
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

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**DISTANCE AND ONLINE EDUCATION COURSES**

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UMANITOBA.CA/FIRSTYEAR | APRIL 12, 2023
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 20, 2023.
- In Aurora, go to:
  - Enrolment & Academic Records ➔ Registration and Exams ➔ Registration Time and Status
- All students are assigned an Initial Registration Time between March 27 - 30, 2023.

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 2023

### IMPORTANT DATES BEFORE CLASSES BEGIN:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20, 2023</td>
<td>Confirm your Initial Registration Time in Aurora</td>
</tr>
<tr>
<td>March 27 - 30, 2023</td>
<td>Initial Registration Period (<a href="#">with gradual space release in effect</a>)</td>
</tr>
<tr>
<td></td>
<td>9:00 am to 11:59 pm (CDT/CST) daily</td>
</tr>
<tr>
<td>March 31, 2023</td>
<td>Registration Closed</td>
</tr>
<tr>
<td></td>
<td>12:00 am to 1:00 pm (CDT/CST)</td>
</tr>
<tr>
<td>March 31, 2023</td>
<td>Registration Reopens at 1:00 pm (CDT/CST)</td>
</tr>
<tr>
<td></td>
<td>Open 24/7</td>
</tr>
</tbody>
</table>

### IMPORTANT DATES AFTER CLASSES BEGIN:

<table>
<thead>
<tr>
<th></th>
<th>Start and End Dates</th>
<th>Course Add Deadline</th>
<th>Course Drop Deadline</th>
<th>Fee Payment Deadline</th>
<th>Voluntary Withdrawal (VW) Deadline</th>
<th>Final Exam Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-June courses</td>
<td>May 8 to June 15</td>
<td>May 11</td>
<td>May 11</td>
<td>May 24</td>
<td>June 1</td>
<td>June 19 to 24</td>
</tr>
<tr>
<td>July-August courses</td>
<td>July 4 to August 11</td>
<td>July 7</td>
<td>July 7</td>
<td>July 19</td>
<td>July 27</td>
<td>August 14 to 19</td>
</tr>
<tr>
<td>May-August (3 credit hour courses)</td>
<td>May 8 to August 11</td>
<td>May 18</td>
<td>May 18</td>
<td>May 24</td>
<td>July 11</td>
<td>August 14 to 19</td>
</tr>
<tr>
<td>May-August (6 credit hour courses)</td>
<td>May 8 to August 11</td>
<td>May 11</td>
<td>May 11</td>
<td>May 24</td>
<td>July 11</td>
<td>August 14 to 19</td>
</tr>
</tbody>
</table>

## IMPORTANT DATES AND DEADLINES

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