

upon completion of the selection process. Within ten days of receiving an offer of admission, accepted candidates are required to submit a non-refundable \$100 advance deposit on tuition as confirmation of their acceptance of placement in this programme. Those who do not meet the deadline for the confirmation deposit will be assumed to have withdrawn their applications and their seats will be reassigned.

H. Admission to Bachelor of Arts Co-op

All potential Arts Co-op students must first be accepted to the Bachelor of Arts Programme. After receiving notification of their acceptance to the Arts Programme, candidates may initiate their application for first-stage admission to the Co-op option. Minimum requirements for entry into the Co-op Programme include a final admissions average of 75%. To apply for the Co-op option, candidates must complete the BA Co-operative Education application form and submit it to the Coordinator of Co-operative Education by May 15. The selection process will be concluded by June 15 and applicants will be notified of their status shortly thereafter. (Late applications will be considered if space is available in the programme). Candidates are assessed on a combination of academic standing, commitment to personal development and career preparation, and volunteer, community, or extracurricular involvement. To ensure suitability for the Programme, candidates are asked to submit a written assignment which is outlined on the application form.

Once students have successfully completed the first Co-op course, COOP 1003 Introduction to Experiential Learning, they may pursue the second-stage application process for official acceptance to the BA Co-op Programme. The details of this application process are given in the COOP 1003 course.

I. Certificate Programmes

Admission Requirements

Certificate in Criminology and Social Justice

Candidates must have at least one year of work experience in the field of criminal justice and either have successfully completed a university preparatory high school programme or satisfy the University's Adult Learner applicant requirements.

Certificate in Gerontology

Candidates who have acquired at least one year of experience in the field of aging may be considered for admission. All candidates must either have successfully completed a university preparatory high school programme or meet the University's Adult Learner requirements.

Certificate in Social Work

This programme is made available by special offering only.

Certificate Programme Application Procedures

Applications for admission are submitted to the Admissions Office and consist of:

1. a completed application form;
2. a non-refundable \$35 application fee;
3. an official transcript of high school or university marks, if applicable;
4. résumé of the candidate's experience in the programme field;
5. a letter of reference from a supervisor confirming the nature and length of the candidate's work experience in the programme field.

Note: Candidates who are applying for admission to a certificate programme under the University's Adult Learner policy should also submit a letter of application describing educational background, work experience, and academic plans. For details on the Adult Learner admissions policy, consult Subsection A. under Admissions.

Application Deadlines

Applications for September admissions should be completed by March 31. For January admission, the application deadline is October 15 and for intersession (May to June), the application deadline is April 15. Summer session applications should be completed by June 15.

Notification of Admission

The Admissions Office, in consultation with the Director of the certificate programme, assesses each candidate on the basis of experience and academic background. Candidates are notified of their admission status upon completion of this review, normally within 30 days of receiving a completed application.

Successful candidates are referred to Programme Directors for academic counselling upon notification of their acceptance.

Registration

Registration is the process whereby students choose courses for an academic session and confirm this selection of courses with the Registrar's Office. The University offers courses in different periods of time or sessions:

Academic Year	September to April
Semester One	September to December
Semester Two	January to April
Intersession	May to June
Extended Session	May to July
Summer Session	July to August

Registration for the academic year (September to April) takes place in the spring for continuing and returning students, and in July for new first-year students. Confirmation of this registration must be accomplished by arranging payment of tuition fees by the appropriate deadline.

Registration Procedures for Continuing and Returning Students

Before registering, you are encouraged to seek academic advice and programme informa-