

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-

tion from appropriate departments or administrative offices.

1. Once you have selected your courses, register online using the web-based student access system www.stu.ca/current/current.htm
2. Confirm your registration by arranging payment of tuition fees by the published September deadline. Without this confirmation, your registration in courses will be cancelled. For information on academic fees and regulations for payment, see Section Three: University Fees.
3. During the first week of classes in September, continuing students will receive an ID validation sticker for the current academic year.

Registration Procedures for New First-Year Students

1. New first-year students beginning study in September will receive a guide to course selection and registration in June. This guide will explain academic requirements and options, and outline the services available to you. You will also be contacted by telephone to answer any questions about the registration process.
2. In July, you will be encouraged to submit your course selections by mail to the Registrar's Office. Your personal schedule of courses will be mailed to you by the beginning of August.
3. Confirm your registration by arranging payment of tuition fees by the published September deadline. Without this confirmation, your registration in courses will be cancelled. For information on academic fees and regulations for payment, see Section Three: University Fees.
4. During the first week of classes in September, new students will be issued a photo identification card.

Course Load

1. The normal course load for full-time students in the Bachelor of Arts and the four-year stream Bachelor of Social Work degree programmes is 30 credit hours. The minimum course load for a full-time student is nine credit hours per semester.
2. The normal course load in the Bachelor of Education and the post-degree Bachelor of Social Work Programme is 60 credit hours.

Students wishing to take more than 30 credit hours in any year beyond their first year, and having an annual GPA above 2.7 may, on application to the registrar, be permitted to take up to 18 credit hours per semester. Students having an annual GPA below 2.7 may apply in writing to the registrar to take more than 30 credit hours; these applications will be referred to the Senate Committee on Admissions and Academic Standing for consideration.

Thirty-six (36) credit hours constitute the maximum allowed in the regular academic year. Eighteen (18) credit hours per semester constitute the maximum in a semester.

3. A total of 12 credit hours is the normal course load maximum in each of intersession (May-June) and summer session (July-August).

Course Numbers

The course subject, number, and abbreviated title, with the final grade and credit hours,

are recorded on the academic record. The four digits of the course number provide some information concerning the course:

1. *First Digit*

The following scale of the first-digit course numbers responds to the level of progression within the discipline:

0000 - non-credit, continuing education

1000 - introductory

2000 - intermediate

3000 - advanced

4000 - seminars, Honours, independent study

5000 - second undergraduate, professional

6000 - postgraduate level

2. *Second/Third Digit*

The second and third digits are determined by the academic Department.

3. *Fourth Digit*

The fourth digit designates the credit value of the course:

Eg. 6 = 6 credit hours, normally offered over two semesters of an academic year;

3 = 3 credit hours, normally offered within one semester of an academic year.

In the case of courses with 12 credit hours, the final two digits designate the credit value.

Course Sections

A letter (or letters) designates a section of a course. A single course may be offered in different timeslots, by different professors, or in different locations. The single or double letters designate the different sections of the course.

Withdrawal from Course (academic year)

To withdraw from a course, a student must notify the Registrar's Office online through WebAdvisor. A student may withdraw from a course at any time up to the last day for withdrawal designated in the academic calendar. In order to withdraw from a first or second semester course without academic penalty, such withdrawal must be completed within eight weeks after the first day of lectures in each semester. In order to withdraw from a full-year course without academic penalty, such withdrawal must be completed within two weeks of the beginning of second-semester courses.

The academic penalty for withdrawal after these dates, except for substantial medical or compassionate reasons, will be to have WF (valued at 0 grade points) recorded on the student's transcript of marks.

Repeating Courses

Students require the permission of the Department Chair in order to register for a course already taken. Where the first course has a passing grade, no further credit toward the student's programme is granted upon successful completion of the repeated course. The new grade does not replace the old grade on the student's transcript of marks.

There may be circumstances where the student will be denied permission to retake a course. The student's appeal of this decision is to the Senate Committee on Admissions and Academic Standing.

STU Policy on UNB Courses

As a matter of policy, full-time St. Thomas University students may register in University of New Brunswick courses with the approval of the Chair of the Department and the Registrar's Office. This approval is not automatic and it is given at the discretion of the Registrar's Office.

The following regulations are issued for the guidance of the student:

1. students in second, third, and fourth years taking more than the 30 credit- hour load will not normally be approved for courses at UNB.
2. students who have had experience as drop-outs or failures in UNB courses normally will not be approved for courses at UNB.
3. approval of UNB courses is tentative in the sense that it is open to review within a reasonable time by either university. UNB also reserves the right to limit spaces in their courses.
4. students should ensure that they have the appropriate prerequisite background for the proposed courses.

Note: Students are reminded that the UNB schedule of course additions and withdrawals is in force for any UNB courses in which they register. These dates are different from the STU schedule. All changes to your registration in UNB courses must be recorded on the appropriate STU forms and approved by the Registrar's Office.