

2012/13



HOW TO BECOME A UFV STUDENT

Your admissions guide

Apply at ufv.ca/apply

UNIVERSITY
OF THE FRASER VALLEY

GET STARTED @ UFV

Use this list to guide you through the application and registration process.

STEP 1:

Choose your program

Use the online calendar at ufv.ca/calendar to find program and course information.

STEP 2:

Seek advising

Get help with choosing programs, developing your educational plan and understanding UFV policies and procedures. See ufv.ca/advising.

STEP 3:

Gather required documentation

- Request transcripts, write placement tests if needed.
- Check the *How to Apply* section for your program at ufv.ca/ca/calendar

STEP 4:

Submit your application

Check the *When to Apply* section of your program at ufv.ca/calendar

STEP 5:

Check out financial resources

See Step 4 page 8

STEP 6:

Prepare for course registration

- Choose your courses
- Plan your timetable
- Pay deposit
- Register
- Pay fees

See pages 8-9

CONTACT INFO

See back cover for campus locations.

ufv.ca

Student Services (& Educational Advising)

Abbotsford: 604-854-4528
Chilliwack: 604-795-2808
advising@ufv.ca

Admissions & Records

Abbotsford: 604-854-4501
Chilliwack: 604-795-2802
Mission: 604-557-7603
Hope: 604-869-9991
reginfo@ufv.ca

TABLE OF CONTENTS

Welcome to UFV!	2	Fees	9
About this guide	2	The cost	9
About UFV	3	Book and supply costs	9
The academic year	3	And ways to pay for it all	9
What is a program?	3	Transfer between institutions	9
Certificates, diplomas, degrees.....	3	Transferring credit from other institutions... 9–10	
Program Paths	3	Using your transfer credit	10
Laddering from one program to another	3	Preparing for programs at other institutions	10
Credit versus non-credit.....	3	Prior Learning Assessment and Recognition (PLAR)	10
Admissions	4	Visiting students	10
Choosing your program	4	Visiting at UFV	10
Applying to UFV	4	Visiting at another institution.....	10
Am I eligible to apply?.....	4	Glossary of terms	11
When should I apply?	4–5	Where to turn	12
How do I apply?	5	Need help.....	12
Basis for the admission decision	5	Applying to UFV?	12
High school transcripts and grades.....	5–6	Planning your education?.....	12
Post-secondary transcripts.....	6	Getting settled academically?	12
Applying for re-admission.....	7	Figuring out what to take and where you can go with it?	12
How to change programs	7	Getting settled personally and financially?	12–13
Acceptance to UFV	7	With those “other” things?	13
Prepare for your course registration	8	Connecting with people?	13
How to register	8	Finding convenient housing?	13



WELCOME TO UFV!

UFV is your university in the Fraser Valley. We offer a diverse range of programs and courses for people interested in furthering their education. Our programs are geared to adults with varying interests, abilities, career goals, and educational backgrounds. Whether you're interested in pursuing a university degree, upgrading your high school education, learning a specific trade or skill, or taking part-time courses for personal interest and growth, UFV has many options available for you.

ABOUT THIS GUIDE

This guide is designed to help you with some of the questions you may have about applying for admission to undergraduate programs, registering, and becoming a part of the UFV community. Use this guide in conjunction with the current UFV calendar, available online at ufv.ca/calendar.

For information on applying for Continuing Studies courses and programs, please consult the Continuing Studies booklet available in August and December, both in print and on the web at ufv.ca/cs. For information on graduate application process and requirements, see Graduate Studies in the UFV calendar.

If you are not sure of the meaning of any of the terms used in this guide, check the Glossary, pages 10–11. If you have questions after reading this guide, the staff in Student Services and in Admissions and Records will be happy to help you. We welcome you as a member of the UFV community, and look forward to helping you to achieve your educational and career goals.

If you move, be sure to update your address and telephone information so you can be contacted. Once you've been admitted to a program, you can update your information through your *myUFV* account at my.ufv.ca.

ABOUT UFV

UFV is a dynamic public university with campuses in Abbotsford, Chilliwack, and Mission, and a regional centre that serves Hope and Agassiz. UFV has more than 16,000 students registered in full- and part-time studies including university degree, certificate, and diploma programs; English as a second language and upgrading and university preparation; vocational and trades training; and continuing studies.

UFV strives to be a place of learning that recognizes, respects, and includes indigenous ways of knowing. Our Fraser Valley locations are in the traditional territory of the Stó:lō peoples.

THE ACADEMIC YEAR

UFV operates on a semester system. Most courses are taught in four-month semesters or terms. The Fall semester is September–December, the Winter semester is January–April, and the Summer semester is May–August. Most UFV programs do not require attendance in the Summer semester, but some programs run September to June, or on a year-round basis.

Most UFV programs begin in September, but some programs also accept students to start in January or May.

WHAT IS A PROGRAM?

A program is a structured set of courses that leads to a credential, such as a certificate, diploma, or degree.

Some programs include a practical component as well as theory courses. The UFV calendar contains program information such as entrance requirements, course prerequisites, and program requirements.

CERTIFICATES, DIPLOMAS, DEGREES

These are credentials you can earn when you complete a program. Diplomas and associate degrees are generally two years in length, and bachelor degrees are usually four years based on full-time study.

Certificate programs vary in length, and are generally completed in one year or less. UFV offers credit certificate programs (about 1,000 hours of training) as well as non-credit certificate programs (about 200–300 hours of training).

Most programs can also be completed on a part-time basis over a longer period of time.

PROGRAM PATHS

A program path is an open access category (e.g. Arts Studies, Nursing Studies, Kinesiology Studies) that allows you to begin

taking courses towards your educational goal. Program paths are an option when a specific program is not available, or you do not meet all entrance requirements.

Admission to program paths is intended to be temporary. Students should pursue admission to a specific degree program as soon as possible.

Admission to a program path allows you to:

- » take courses to satisfy the entrance requirements for a program
- » try a variety of courses that interest you
- » possibly take some of the courses applicable to your preferred program

LADDERING FROM ONE PROGRAM TO ANOTHER

If you begin in a certificate, diploma, or associate degree, you may be able to “ladder” into another program, building on previously earned credentials. For example, credits earned in a diploma or associate degree could be used as credit toward a four-year degree in the same area. Check the current UFV calendar for additional details.

CREDIT VERSUS NON-CREDIT

There are two types of courses offered at UFV: credit courses and non-credit courses. Credit courses may satisfy certificate, diploma, and degree requirements or may be taken for general interest. They have a credit value and are generally assigned a letter grade. Information about credit courses and programs can be found in the current UFV calendar at ufv.ca/calendar. Non-credit courses are usually offered through Continuing Studies (CS) and can be taken for general interest, upgrading skills, employment, and/or professional development. Non-credit courses and programs are listed in the CS publication, published in August and December, and on the web at ufv.ca/cs.



ADMISSIONS

The following section provides information on admission to credit programs. For admission to Continuing Studies programs, please refer to the Continuing Studies booklet or visit ufv.ca/cs.

Admission to a program is the first part of the process of becoming a UFV student. This is the determination of whether or not you are qualified to enter the program of your choice, and whether or not there is space for you. After successful admission to UFV, students register for courses (see page 8).

CHOOSING YOUR PROGRAM

The first step in the process is to choose a program of studies. You can check Programs at a Glance to find the programs we offer, and information about each program at ufv.ca/calendar.

Consider the information about career opportunities, entrance requirements, and graduation requirements in making your choice. If you need help with your choice, make an appointment with your high school counsellor (if in school) or with UFV Student Services for career counselling or advising (see back cover for numbers).

APPLYING TO UFV

To become a UFV student, you need to apply and be accepted to a program. Here is how it works:

Am I eligible to apply?

You can apply to a UFV program path or to General Studies if you are a Canadian citizen or a permanent resident (landed immigrant)*, and a high school graduate or 19 years of age or older as of the first day of the semester. Only Canadian citizens and permanent residents (landed immigrants) are eligible for admission as domestic students. Some exceptions may be made for people (or their dependants) who are:

- » diplomatic or consular officers
- » refugees whose claims have been accepted and who have been granted protected persons or convention refugee status.

** International applicants are also welcome. International applicants should contact UFV International at 604-504-7441, 604-854-4544 or email international@ufv.ca for information about admission. Different fees, timelines, and procedures apply.*

You may apply to Adult Basic Education if you:

- » require high-school-level upgrading
- » are 17 years of age
- » have been out of school one year as of the first day of classes.

Contact Admissions and Records at your local campus for more information.

If you are under 19 and a non-graduate, but believe you have special circumstances, you may request special admission. If you are in the process of completing secondary school and want to take one or two postsecondary courses at the same time, apply for concurrent studies. See the Admissions section of the online calendar for further details.

English language entrance proficiency requirement

English is the language of instruction at UFV, and all applicants are required to have a level of English sufficient to participate and be successful in the learning process. Applicants to all post-secondary programs must demonstrate language proficiency.

If your first language from birth is English, or if you have attended two years in an English-language school and obtained the equivalent of BC high school graduation, you will meet the requirement. If not, you will have to demonstrate you have met the requirement through completion of a language test or course. For details on how to meet the language requirement, see ufv.ca/engpolicy.

If you are unable to meet entrance proficiency levels, you will be given the opportunity to upgrade your language skills through Adult Basic Education, English as a Second Language, and/or the University Foundation certificate.

Other admission requirements

Many programs require that you meet other entrance requirements, such as Grade 12 graduation, completion of specific courses with certain grades or averages, written statements, references, etc. See the entrance requirements for your program of choice in the online calendar at ufv.ca/calendar.

Approved Grade 12 courses

Some programs, and/or scholarships require high school students to have one or more Approved Grade 12 courses. See ufv.ca/admissions to find the list of courses.

WHEN SHOULD I APPLY?

Application dates

Check ufv.ca/appdates to determine whether your program has a continuous or specific intake application process, and the dates when applications are accepted for each program intake.

Application period for specific semesters

SEMESTER		FIRST DAY TO APPLY
Fall	(Sept–Dec)	October 1
Winter	(Jan–Apr)	May 1
Summer	(May–Aug)	October 1

Continuous application

Applications are accepted year round. Apply as early as possible once you have met the entrance requirements.

Grade 12 students may apply beginning October 1 of their Grade 12 academic year.

Application deadlines

Apply as early as possible, preferably not later than January 31 for Fall semester, August 31 for Winter semester, and December 31 for Summer semester.

Note: The Bachelor of Science in Nursing requires that the application process be completed by August 15 for the Winter semester intake.

Many programs will accept application beyond the above dates, but only if space remains available.

HOW DO I APPLY?

Find out which documents you need for a complete application

- » Check the *How to Apply* section for your program in the UFV online calendar at ufv.ca/calendar to determine what is required for a complete application.
- » Determine how you will meet the English language proficiency requirement. See ufv.ca/engpolicy.

Gather all the necessary items

- » Complete additional program applications, when required; you will find them on the A&R website at ufv.ca/ar under *Forms*.
- » Order official transcripts from other post-secondary institutions you have attended and have them mailed directly from the institution to UFV.
- » Obtain your high school transcript.
- » Prepare references, personal statements, or essays if required.
- » Obtain any official test scores taken outside UFV (TOEFL, LPI, etc.).
- » Apply online at ufv.ca/apply, or print an application from the above link or pick up one at any UFV Admissions and Records office. Submit paper applications in person or by mail.
- » Attach any documents (except post-secondary transcripts) to the form, if mailing or submitting your application in person. If you are applying through the internet, bring in or mail any other documents to the Admissions and Records office at UFV.
- » Include the non-refundable application fee (\$45 for new domestic applicants and \$150 for international students).

Apply online at ufv.ca/apply
For program information, visit ufv.ca/calendar

BASIS FOR THE ADMISSION DECISION

Applicants who meet entrance requirements may be admitted either on a competitive basis or by the date of completed application, depending on the program. Check the *Basis for the admission decision* section for your program in the online calendar at ufv.ca/calendar. For programs that admit on a competitive basis, applicants are scored on criteria and ranked according to their scores. Seats are offered in order of ranking.

Other programs admit applicants who meet the entrance requirements in order of the application date. The date is set when an application, application fee, and all required documents have been submitted.

HIGH SCHOOL TRANSCRIPTS AND GRADES

Final high school transcripts

High school transcripts are required if you are under 19 or entering a program that requires Grade 12 graduation. Most applicants should submit high school grades in order to meet prerequisites.

Photocopies and faxed high school transcripts are not accepted, except when faxed directly from a Canadian secondary school. You may bring your original transcript to an Admissions and Records (A&R) office and we will take a copy.

If you are in Grade 12 and attend a BC high school, you can arrange to have your final transcripts transmitted directly from the Ministry of Education. Enquire at your school and be sure to include your BC Provincial Education Number (PEN) on your UFV application form.

If you graduated in BC after 1974, you can contact the high school you attended for a transcript. BC high school graduates from any year can also contact the BC Ministry of Education for transcripts:

Ministry of Education — Transcripts

PO Box 9886 STN PROV GOVT
Victoria BC V8W 9T6
Phone: 250-356-7270
Web: www.bced.gov.bc/transcript

If you graduated from a high school in another province or country, you should contact the Ministry or Department of Education in that province or country. In some areas, you will have to contact the high school directly.

Interim high school grades

Interim grades are required from grade 12 students when the program entrance requirements include high school courses or grades. You must then submit final and/or interim grades for any Grade 11 or 12 courses completed or in progress by March 31 for the

HOW TO BECOME A UFV STUDENT

YOUR ADMISSIONS GUIDE — 2012/13

fall semester. If you attend a BC high school, you will submit your grades using the UFV self-reporting grade system, available through your *myUFV* account from March 1–31.

If you are attending an out-of-province school, you will be required to submit interim transcripts (or report card) provided by your school. Mail the grades or have your school fax them to:

UFV Admissions

33844 King Rd., Abbotsford, BC V2S 7M8

Fax: 604-853-0138

Find the Approved Grade 12 courses required for some programs and/or scholarships, at ufv.ca/admissions.

If you submit grades after March 31, your application date will be changed to the date the grades are received, and you will be considered for admission as a late applicant.

Provincial examinations for Grade 12 courses

You must write provincial examinations when they are mandatory to meet BC graduation requirements, however, the higher of the school mark or the blended grade will be used for admission or course prerequisites at UFV.

Equivalents to high school graduation from other countries

A list of qualifications that are considered equivalent to high school graduation for admission to UFV is available at ufv.ca/ar/admissions.htm. Choose High school — international from the menu.

Alternatives to Grade 12 graduation

Completion of the following will be accepted in place of BC high school graduation for admission purposes:

- » the International Baccalaureate diploma program
- » the BC adult provincial diploma (Adult Basic Education completion)
- » the General Education diploma (GED)

However, if you are applying for any program that requires specific secondary school-level courses for entrance, e.g., English 12, Precalculus 11 and 12, or if you intend to register for a course that has a specific secondary school course as a prerequisite, you must provide an official transcript showing a final grade in the appropriate subject.

Out-of-province equivalents to BC Grade 12 graduation

PROVINCE OR TERRITORY	EQUIVALENT TO BC SCHOOL GRADUATION
Alberta	Secondary school (Grade 12) graduation
Saskatchewan	Secondary school (Grade 12) graduation
Manitoba	Secondary school (Grade 12) graduation
Ontario (graduation prior to 2003)	Six OAC courses or Grade 13
Ontario (graduation 2003 or later)	Secondary school (Grade 12) graduation (new curriculum)
Quebec	Secondary school (Grade 12) graduation
New Brunswick	Secondary school (Grade 12) graduation
Nova Scotia	Secondary school (Grade 12) graduation
Prince Edward Island	Secondary school (Grade 12) graduation
Newfoundland	Secondary school (Grade 12) graduation
Yukon	Secondary school (Grade 12) graduation
Northwest Territories	Secondary school (Grade 12) graduation
Nunavut	Secondary school (Grade 12) graduation

POST-SECONDARY TRANSCRIPTS

Official transcripts

A transcript is only considered official if it is sent directly to UFV Admissions from the originating institution in the original sealed envelope with the institution's name and address imprinted upon it. The transcript must bear the official institution seal or authorizing signature. Exceptions may be made when it is not possible for a transcript to be sent directly to UFV, provided the credential evaluation office can reasonably determine the document's authenticity. Documents submitted become the property of UFV. Only documents considered irreplaceable by UFV will be returned at your request.

Order official transcripts before you apply to UFV so that they arrive in a timely fashion.

If your program does not require official post-secondary transcripts, you still may wish to provide them, so transfer credit can be assessed in order to meet specific course prerequisites. See *Transfer between institutions*, page 8, for more information.

APPLYING FOR RE-ADMISSION

You will be required to apply for re-admission if:

- » you have not completed credit courses at UFV within the past two calendar years
- » you do not register for the first semester to which you are admitted
- » you withdraw completely in your first semester
- » Some programs require re-admission if attendance is not continuous, e.g., Health Sciences programs, Trades, Aviation, etc. Check individual program listings in the UFV calendar for more information.

An application form and a \$20 re-application fee are required to apply for re-admission. You may apply online or print an application form at ufv.ca/ar/admissions.

HOW TO CHANGE PROGRAMS

Applications are not transferable from one program to another. If you wish to apply to a different program, submit another application. If you are a new applicant to UFV, and decide to pursue a different program for your initial admission to UFV, you must submit another application form and pay a \$20 re-application fee.

ACCEPTANCE TO UFV

After you submit your application:

1. We send you an acknowledgment letter.

We will send you a letter or email indicating we have received your application within two to three weeks, with your permanent UFV student ID number and UFV email address. You will need your ID to access your record and UFV email through *myUFV* at my.ufv.ca. Keep your UFV ID secure and confidential so only you can access your student record.

2. We notify you about the status of your application.

We will check your application and contact you by letter or your UFV email address if you are missing documents or other information. We will notify you by UFV email once your application is complete. You can check your application status using your *myUFV* account.

3. We review applications for admissibility.

Once we receive all the documents required for your program, your application will be reviewed. If you are required to attend an interview or orientation, you will be notified. If qualified, you will be considered for admission.

Qualified applicants are ordered according to the criteria outlined in the UFV calendar under *Basis for admission decision* for your program.

4. We notify you about the admission decision.

Once your application has been assessed, we will contact you to tell you whether you have been accepted into your chosen program. If you are not admitted to your program of choice, we usually offer admission to an alternate program (e.g. program paths such as Arts Studies, Science Studies etc.) Information about registration dates and procedures will be included. Once you have been admitted to a program, you can access your full UFV record through *myUFV* at my.ufv.ca.

Your acceptance to a program may be conditional upon completing all entrance requirements. You will be given a deadline to provide proof of completion (normally by August 3 for Fall and Winter semesters).



PREPARE FOR YOUR COURSE REGISTRATION

Once you have been admitted to a program, you must register for courses appropriate to that program. Begin planning early. Registration begins in late May for Fall semester, mid-November for Winter semester, and mid-March for Summer semester. The Registration Guide provides deadlines and procedures to assist you with the registration process. The online timetable provides details of the courses offered. It is available on the Admissions and Records website at ufv.ca/timetable in early May for the Fall semester, in early November for the Winter semester, and in early March for the Summer semester.

If you are new to UFV, we will mail you a Registration Guide and instructions on how to register.

The following steps will help you prepare for registration and plan your courses:

Step 1: Plan your courses using the UFV calendar.

Use the *Program Index* in the online calendar at ufv.ca/calendar to find the courses you need to complete your program. Use the Course Descriptions to find out about course content and prerequisites. For detailed course outlines, click on Course Outlines. Need help? Go to Step 2.

Step 2: Seek advising.

Educational Advising in Student Services can help you choose courses and plan your timetable.

If you have been admitted to a program path or General Studies, are upgrading high school courses, planning to transfer to another university, or considering becoming a teacher, lawyer, physician, etc., make an appointment to see an educational advisor to clarify your options. Educational advisors can help you develop program plans, choose the right courses, apply and register for programs, and learn basic first-year survival skills. Contact Student Services to arrange an advising appointment (see inside front cover for contact information) ufv.ca/advising. Students admitted to specific degree, diploma, or certificate programs should seek advice and a program plan from program advisors.

Step 3: Gather documents/complete placement tests.

Acceptance to a program does not necessarily mean you meet prerequisites for all courses. Select *Course Descriptions* in the online calendar to find the courses you want to take and make note of the prerequisites.

If you need to write a placement test, find out about dates, times, and what to expect at ufv.ca/assessment/placement. Register for UFV placement tests through the A&R office on any campus.

Step 4: Check out available financial resources.

Take a look at the financial assistance website at ufv.ca/fineaid. You'll find information about the kinds of assistance available, a Surfing for Dollars page that provides links to informative external sites, and a list of all scholarships and bursaries administered by UFV. See page 8 of this guide, as well.

Step 5: Plan your semester timetable.

You need to know which courses to take so you can plan your timetable before you register for your courses (see Steps 1 and 2). Then, check the semester timetable at ufv.ca/ar to determine which courses are offered, where they are held, and which days and times they meet, to prepare your semester timetable.

Make sure you choose a realistic course load. A three-credit course requires three to four hours' class time attendance per week. Allow at least double that (an additional six to nine hours/week) for study time: reading, writing papers, doing research, and preparing for tests and exams. If you take five courses, for a total of 15 credits, expect to spend about 30 hours per week on homework and studying plus 15–20 hours per week in class. That amounts to 45–50 hours per week — more than a full-time job!

Normally, a full-time student (100% course load) would take five, three-credit courses each semester; however, for other purposes, such as financial aid, "full-time" requires a minimum of nine post-secondary credits. See a financial aid advisor in Student Services for details.

HOW TO REGISTER

You will find all the information you need (important dates, timetable, fees, how to register and more) by clicking on the semester quick links at ufv.ca/ar.

Next steps:

1. **Find your registration time.** You will be assigned a registration time according to the registration order policy. Registration times for new and continuing students in most programs will be available through *myUFV* at my.ufv.ca by mid-May for the Fall semester, early November for the Winter semester, and early March for the Summer semester.
2. **Pay your fee/deposit.**
3. **Register for your courses once your registration time has arrived.** Registration is through *myUFV* at my.ufv.ca. Telephone or in-person assistance is available during office hours. Refer to the Registration Guide at ufv.ca/ar for details on how to register, important dates and more.

Also, make sure to register for the **New Student Orientation** program at ufv.ca/nso

FEES

THE COST...

The following fees are in effect for the 2012/13 academic year and are subject to change for Fall 2013.

For most credit courses, the tuition is \$128.79 per credit, plus \$12.88 per credit for ancillary fees. The cost for one three-credit course is \$425.01.

In addition, each semester, you will pay the following (subject to change in March 2013):

- » Student Union Society membership fee: \$30
- » Student Union Society capital fee: \$35
- » Universal bus pass fee (U-Pass): \$40
- » Radio station fee: \$3
- » Cascade newspaper fee: \$4.50

A health and dental fee (\$159.92 for 2012/13) is charged in Fall semester to most students taking nine or more credits. The plan covers extended health and dental coverage for 12 months, from September 1 to August 31. See the UFV calendar or ihaveaplan.ca or call 1-866-358-4437 for more information.

For details on fees for vocational programs, trades, English as a Second Language, and Adult Basic Education, visit ufv.ca/ar/registration/feeandpay.

Book and supply costs

Books cost approximately \$75–\$150 per course (approximately \$375–\$750 per semester for five courses). In addition, some programs may require you to buy special supplies or clothing, such as uniforms, footwear, art supplies, fabrics, etc. Check the program information in the UFV calendar for estimates of these costs.

AND WAYS TO PAY FOR IT ALL...

There are lots of ways to help pay for your education. More details on each of the options listed below can be obtained by contacting UFV Financial Aid & Awards at 604-864-4601 in Abbotsford, or 604-702-2618 in Chilliwack. You can also check out the financial aid website at ufv.ca/fineaid.

- » **Loans** — government-sponsored loans given to eligible students with financial need.
- » **Work Study** — part-time jobs available to students. Anyone can apply.
- » **First Nations band support** — contact the UFV Aboriginal Resource Centre, and/or your band office.

- » **Human Resources Development Canada sponsorship** — limited sponsorship for students in certain programs, usually less than one year long. Contact your local HRDC centre for more information.
- » **Ministry of Children and Family Development (MCFD)** — if you are on social assistance, your social worker can explain this option to you.
- » **Scholarships** — money awarded based on academic achievement (usually grade point average), and/or in recognition of community service work. You are not required to pay this back.
- » **Bursaries** — money awarded on the basis of demonstrated financial need. You are not required to pay this back.
- » **Cooperative Education** — you can alternate work terms with academic semesters, and gain paid work experience in an area directly related to your program of study. (This option is only available in certain programs, and only after one year of study has been completed.)

TRANSFER BETWEEN INSTITUTIONS

TRANSFERRING CREDIT FROM OTHER INSTITUTIONS

UFV routinely evaluates official transcripts received from students enrolled in post-secondary programs other than vocational certificate programs. See page 5 for details on official transcripts. If you are a continuing student and have not had transfer credit evaluated, have your institution send us a transcript directly to UFV Admissions (33844 King Road, Abbotsford, BC V2S 7M8).

If you are enrolled in a vocational certificate program, please contact the Credential Evaluation area in the Abbotsford A&R office.

If you intend to use post-secondary credits from another institution toward a UFV credential, apply for transfer credit at least three to four months prior to application for graduation.

It is not necessary to have your transfer credit assessed if you plan to transfer to and graduate from another institution, unless you require transfer credit to meet certain course prerequisites.

Transfer credit can be assigned in several ways:

- » **Credit for a specific UFV course.**

Apply online at ufv.ca/apply

For program information, visit ufv.ca/calendar

HOW TO BECOME A UFV STUDENT

YOUR ADMISSIONS GUIDE — 2012/13

- » **Unassigned discipline credit**, e.g., BUS IXX (3) — Business lower-level (3 credits), given when the course does not have an exact equivalent, or we have not evaluated the course, but we recognize it for credit in a particular discipline.
- » **General unassigned credit**, e.g., GE IXX (3) — lower-level unassigned credit, or GE 3XX (3) — upper-level unassigned credit, given when we have not articulated a course, do not offer the discipline, or when block credit is given for a program.

Determining transfer credit can sometimes be a lengthy process. If a course has not been previously articulated, you will need to submit a detailed course outline for the department to review, to determine transfer credit. For information about transfer credit from other BC institutions, consult the BC Transfer Guide at bctransferguide.ca.

Once your transfer evaluation is complete, Admissions will contact you, usually at your UFV email address, letting you know that you can review your transfer credit through your *myUFV* account.

Using your transfer credit

Transfer credit is awarded on an institutional basis, not for a specific program, so you may not be able to use all your transfer credit towards any particular program. It depends upon the type of courses you transferred, and the amount of transfer credit that is permitted in your program.

Discuss how your transfer credit will apply to your program with the program head, program advisor, or an educational advisor in Student Services.

Check your *myUFV* record for your transfer credit. For enquiries, contact Admissions at 604-854-4501 in Abbotsford, or toll-free at 1-888-823-8734.

The “residency requirement” for a program is the proportion of credit that must be taken at UFV. It varies from 25-50% of the total credits required for a credential.

PREPARING FOR PROGRAMS AT OTHER INSTITUTIONS

If you are studying at UFV to prepare for a degree or professional program at another institution, make an appointment to see an educational advisor in Student Services (see inside front cover for contacts).

The BC Transfer Guide lists transfer credit agreements between BC colleges and universities. You can access the guide at bctransferguide.ca. At this time, mostly lower-level courses are listed. For information about transferring courses not found in the BC Transfer Guide, contact the institution you wish to attend.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Prior learning assessment is a process that can allow you to earn credit for skills and knowledge you already possess, regardless of how and where your learning took place. For more details, contact Assessment Services at 604-851-6342, email plar@ufv.ca or check ufv.ca/plar.

VISITING STUDENTS

Visiting at UFV

Visiting students are students from another institution who register at UFV with the intent to transfer their UFV courses back to their “home” institution. Usually, visiting students require a letter of permission from their home institution to confirm the transfer credit that will be given. Check with your institution to see if they require you to have a letter of permission before you register at UFV.

If you are applying with a letter of permission, you must submit an application form and the \$45 application fee (choose “Visiting” for your program). A letter of permission does not allow you to bypass the admission process at UFV; it only indicates an agreement between you and your “home” institution. Visiting students are admitted and scheduled for registration on the same basis as General Studies and program path students.

Visiting at another institution

If you have started a program at UFV and want to take a course at another post-secondary institution to use towards your UFV credential, complete a *Request for letter of permission form*. On the form, indicate which institution you want to attend, when, and which course(s) you plan to take. Submit the form to Admissions.

We will determine the transferability of your requested course(s), and then forward the request form to your program head for approval. Once approval has been granted*, a letter of permission is mailed to you from Admissions and Records. Please allow a few weeks to process your request.

You will need to show the letter to the institution you plan to attend. Then have the institution mail UFV an official transcript upon completion of the course(s).

** Please note: Only UFV students who are in good standing are eligible to receive letters of permission. Students who are in academic difficulty (cumulative GPA less than 2.0 or on academic warning in their program), or new students who have not yet registered for UFV courses, will not normally be granted a letter of permission.*

GLOSSARY OF TERMS

Advanced placement (AP) — An advanced program taken by high school students that may be given post-secondary credit. You must provide an official transcript and a Request for Transfer Credit. Information on transfer credit is listed in the B.C. Transfer Guide.

Advanced standing — For some UFV courses, a student may demonstrate enough understanding of a subject that he or she may be permitted to register in a higher level course without completing the necessary prerequisites or corequisites. This doesn't give you credit for those courses which were bypassed. Written instructor permission is required.

Applying — Submitting an application form and fee to let UFV know that you would like to attend.

Apprenticeship — Method in which trainees learn a craft or trade by hands-on experience while working with a skilled worker, usually under a written or implied indentureship agreement.

Articulation — The process of examining another school's courses and determining how they compare to UFV courses. Once a course is articulated, it is entered into the database so appropriate transfer credit can be awarded to other students. This process is also referred to as evaluating or assessing transfer credit.

Associate degree — A credential earned after completing a minimum of 60 credits (equivalent to two years of full-time study) in prescribed subjects. It can count as the first two years of a bachelor's degree.

Audit — A regular course registration (with regular tuition charges) with a formal understanding that the student attends classes, does not write exams, and does not receive credit or a grade for the course. The instructor will normally determine the expectations of the audit student.

Bachelor's degree — A credential earned after completion of about 120 credits, or approximately 40 courses. It usually takes four or five years of full-time study to complete. See also Associate degree.

Calendar — A catalogue containing academic policies and regulations, important dates, and detailed information about programs and courses for a post-secondary institution.

Certificate — A credential earned after taking 10–12 courses that are grouped together into a program. They are usually designed to be completed in about

one year of full-time study. Non-credit certificates may be shorter.

Certificate in extended studies — These certificates are for students who have already graduated from a program and want to complete another specific option (eg: a new major or minor) in a different area.

Challenge — Some UFV courses may be challenged for credit. This means that a student who can demonstrate mastery of course objectives may be granted credit without taking the course. (Registration and payment is still required, however.) Challenging courses requires instructor or department permission.

Concentration — Some programs offer sets of courses within a specialized area of interest.

Continuous application — Applications are accepted at any time for the next available space in the program.

Co-operative education — A program option that combines study and work. UFV helps you find paid employment which relates to your program of study. Co-op is currently an option for students in Applied Arts, Business Administration, Computer Information Systems, General Studies, and Sciences.

Corequisite — This is a course which needs to be taken at the same time as another course.

Course — A series of lectures or classes in a particular field that focus on a particular subject (e.g., ANTH 101, AGRI 228).

Credit — The value placed on a course. Most courses are worth three or four credits, which means that you will spend three to seven hours in class per week for one semester. Other terms which mean generally the same thing are "semester hours", "hours of credit", "semester hours of credit", and "credit hours".

Diploma — A credential earned after completing a minimum of 60 credits, or a total of 20–24 courses that are grouped together into a predetermined program. They are usually completed in the equivalent of two years of full-time study. Many diplomas can be laddered into bachelor's degrees.

Elective — A course that you choose from a number of options. While most programs prescribe many of the courses you must take, there are usually also several elective options. You choose the course to meet the program requirements.

Entrance requirements — Various criteria required in order to be accepted into a program.

Extended minor — A collection of 10–18 courses in a single subject area. To earn an extended minor, you usually do the same 100- and 200-level courses required for the major, then do the 300- and 400-level courses required for the minor in the same subject.

First year — Usually the first 30 credits required for the program.

Grade point average (GPA) — A numerical average of all grades on a student's record. GPAs can be used for entrance requirements and for eligibility to continue in a program. See the UFV calendar to find out how the UFV GPA is calculated.

Graduate/post-graduate study — Higher certificates or degrees you can earn after completing a bachelor's degree. Some examples of post-graduate degrees you can earn are: MA (Master of Arts), MEd (Master of Education), PhD (Doctor of Philosophy).

Interim transcript — This is a record of grades showing progress in courses before the final grades are available.

International Baccalaureate (IB) — An advanced program taken by high school students that may be given post-secondary credit. You must provide an official transcript and a Request for Transfer Credit. Information on transfer credit is listed in the B.C. Transfer Guide.

Laddering — Building on previously earned credentials. For example, courses taken as part of a certificate can be used towards a diploma, and a diploma or associate degree can make up part of a four-year degree in the same area.

Lower-level — Courses that are considered first- or second-year courses. Lower-level courses are generally numbered in the 100s and 200s.

Major — A collection of 12–18 courses in a single subject area.

Master's degree — A higher degree you can earn after completion of a bachelor's degree.

Minor — A collection of 7–12 courses in a single subject area. Sometimes you can choose to complete a minor in addition to a major, or another minor, or an extended minor.

Official transcript — A post-secondary transcript is considered official if it is sent directly to UFV from the originating institution in the original sealed envelope

with the institution's name and address imprinted upon it. The transcript must bear the official institution seal or authorizing signature. Exceptions may be made when it is not possible for a transcript to be sent directly to UFV, provided the credential evaluation office can reasonably determine the document's authenticity.

Option (in a program) — Some programs offer sets of courses within a specialized area of interest.

Prerequisite — A course which must be successfully completed before another course can be taken. You can be de-registered if you fail to prove that you have the necessary prerequisites.

Professional programs — Degrees or programs that usually require a significant amount of university-level course work (often a bachelor's degree) to be accepted, and that also generally result in a professional designation of some kind, for example: MD (Doctor of Medicine), LLB (Bachelor of Laws), DMD (Doctor of Dentistry).

Program — A structured group of courses that, when successfully completed, leads to a certificate, diploma, or degree.

Registering — Signing up and paying for courses once UFV has accepted you.

Specialization — Some programs offer sets of courses within a specialized area of interest.

Specific-date application — Program applications that are accepted on or after a certain date for the next semester.

Timetable — A list of courses offered for a semester, including their day and time of scheduling, the number of sections offered and the instructor teaching them.

Transferability — Recognition of credit for courses taken at another institution.

Transfer credit — UFV credit granted for course work completed at another institution.

Unassigned credit — Credit earned for a course at one institution that does not transfer as a specific course. You may be given credit in that subject area, e.g., HIST (3) or general unassigned credit, e.g., GE (3).

Upper-level — Courses considered third- or fourth-year. Upper-level courses are usually numbered in the 300s and 400s (check with the department). Degrees normally require a minimum of 45 upper-level credits out of the total 120 credits.

Apply online at ufv.ca/apply

For program information, visit ufv.ca/calendar

WHERE TO TURN

Need help:

APPLYING TO UFV?

- » **Admissions and Records** provides information about the application process, deadlines, waitlists, obtaining official transcripts, transfer credit, registration processes and dates, withdrawing, letters of permission, checking grades, etc. See our website at ufv.ca/ar, call 604-854-4501 (Abbotsford), 604-795-2802 (Chilliwack), 604-557-7603 (Mission), 1-888-823-8734 (toll-free), or email reginfo@ufv.ca.

PLANNING YOUR EDUCATION?

- » **Educational advisors** in Student Services assist you with course and program planning, reviewing options within program areas, requirements for professional programs, and transferring courses to another BC institution. They provide reference materials for other institutions and offer guidance to assist you to prepare for professional programs, such as teaching, law, medicine, etc. To make an appointment, call Student Services at 1-888-504-7441 and use local 4528 for advising in Abbotsford or local 2808 for advising in Chilliwack.

GETTING SETTLED ACADEMICALLY?

- » If you need to speak with **your instructor** outside class hours, check for office hours posted outside their office doors or on course outlines that are distributed on the first day of class. Alternatively, call the faculty assistant at 604-795-2811 in Chilliwack, or 604-854-4523 in Abbotsford, to connect you with your instructor or program assistant.
- » Need help researching your essays, preparing your projects, and writing your papers? Each UFV campus is served by a **library** containing thousands of study, reference, and information materials; media equipment; and online information. Individual reference help on assignments is also available. ufv.ca/library
- » Want to incorporate technology into your assignments and presentations? **Educational Technology Services (ETS)**, on the Chilliwack and Abbotsford campuses, can help. ETS maintains a self-serve media prep lab for students producing class presentations, assignments, and seminar projects, from basic overhead transparencies to menu-driven DVDs. The Abbotsford lab is outfitted for computer imaging (including DVD burners, digital scanning, video capture, and electronic slide presentation), video editing, dry mounting, laminating, and report binding. The Chilliwack lab offers a scaled-down version of these services. ufv.ca/ets
- » Want to improve your writing skills? The **Writing Centre** is the place to get some help! Call 604-504-7441, local 4282, in

Abbotsford, or go to room G126; call 604-792-0025, local 2432, in Chilliwack, or go to the Library (room A1212); in Mission, go to room D236a. ufv.ca/writing_centre

- » The staff at the **Math Centres** in Abbotsford (room G161) and in the Chilliwack Library (room A1208) can help with math questions and homework! ufv.ca/mathcentre
- » Need help with your **reading and study skills**? The university offers courses that cover the basic skills you need to succeed at UFV. Contact Student Services in Abbotsford at 604-854-4528, or in Chilliwack at 604-795-2808, for more information.
- » Visit ufv.ca/sca for information on accessing a **student computer account** at UFV.

FIGURING OUT WHAT TO TAKE AND WHERE YOU CAN GO WITH IT?

- » Want to know what kind of job your education will get for you? You can sign up for a **Career Planning** workshop or an individual career planning appointment with UFV counsellors by calling Student Services at 604-854-4528 in Abbotsford, or 604-795-2808 in Chilliwack. You can also connect with your program head or course instructors for ideas about possible careers and information on previous graduates from your program.
- » Want to find out how to **calculate your GPA**, or read about **UFV grads** and what they're doing? What about information on **employment outlooks, salary information, and job descriptions**? Need to access a link to all **Canadian universities and colleges**? Take a look at ufv.ca/Advising/Useful_Links.
- » Want to gain valuable work experience while working towards a diploma or degree? The Career Centre offers students the opportunity to participate in **co-operative education**, alternating academic semesters with paid work-terms at jobs related to their field of study. UFV offers a co-op option as a part of a variety of diplomas and degrees. Call 604-854-4507 from Abbotsford, or 604-792-0025, local 4507 from Chilliwack. ufv.ca/jobs
- » Need help finding a job? All UFV students and graduates are encouraged to visit the **Career Centre**. The Career Centre offers a wide range of employment opportunity programs including co-op education, work-study, student summer jobs, online job banks and external posting boards. Call 604-854-4507, or 604-792-0025, local 4507. ufv.ca/jobs

GETTING SETTLED PERSONALLY AND FINANCIALLY?

- » There are many ways to finance your education. **Financial Aid and Awards** disburses millions of dollars in loans, grants,



HOW TO BECOME A UFV STUDENT

YOUR ADMISSIONS GUIDE — 2012/2013

604-854-4544 in Abbotsford, or 604-792-0025, local 4544 in Chilliwack, or visit their website at ufv.ca/international.

WITH THOSE "OTHER" THINGS?

- » If you injure yourself or witness an accident, first aid is available Monday to Friday, 7 am–11 pm by calling local 7770 or 1-855-282-7770 for all UFV campuses.
- » Have concerns about walking safely to your car at night, or with any security issue? A **security patroller** is on duty from 6:30 am–10:30 pm at all major UFV campuses. Call local 7654 Or 1-855-239-7654 to request a SafeWalk.
- » Log in to *myUFV* to access your **student e-mail account**, and to check for general or course-related messages.

CONNECTING WITH PEOPLE?

- » Get involved in exciting and vibrant out-of-class programs, activities, and services that actively engage you in the UFV community. Students have opportunities to develop:
 - » relationships with others
 - » a healthy lifestyle
 - » leadership skills
 - » a lifelong commitment to intellectual and spiritual growth.
- » The **Student Life department** is all about fostering whole person development and empowering students. See how you can get involved on sports, activities, an outdoor club, and other social events. ufv.ca/studentlife
- » Want to get involved in inter-university sports like basketball, volleyball, soccer, rowing, cheer leading, and golf? Contact the **athletics director** at 604-854-4583. ufv.ca/athletics
- » Get a taste of student politics! Contact the **Student Union Society** at 604-795-2825 in Chilliwack, or 604-864-4613 in Abbotsford. ufvsus.ca
- » Food is an essential part of life, and it also brings people together. Check out our **cafeterias** on Abbotsford and Chilliwack campuses, open for breakfast, lunch, and dinner during the school year. Chilliwack students can also take a quick trip to the Trades and Technology Centre where our student chefs produce great food in their training kitchen.

FINDING CONVENIENT HOUSING?

- » Experience the convenience and community of residence living at our 204-bed residence, Baker House, on the Abbotsford campus. Visit ufv.ca/residence.
- » If you're looking for a place to live while you are attending UFV, check out the off-campus housing listing service at ufv.och101.com.

bursaries, and scholarships each year. Call 604-864-4601 or 604-702-2618. ufv.ca/fineaid

- » Dealing with some personal stuff, relationships, or pressures of school and home? **Personal counselling** is available through Student Services at 604-854-4528 in Abbotsford, or 604-795-2808 in Chilliwack.
- » Support services for students with disabilities are available from the **Disability Resource Centre** at 604-557-4034 in Abbotsford or 604-795-2843 in Chilliwack. You should contact the centre as early as possible (preferably three months before classes start) to make arrangements for services. ufv.ca/disabilityservices
- » Staff in UFV's **Aboriginal Resource Centre** are available to help students of aboriginal ancestry, status, nonstatus, Métis, and Inuit, with information regarding educational support, referrals to community resources, access to cultural activities, and student workshops. Call 604-795-2835 in Chilliwack, or 604-557-4069 in Abbotsford. ufv.ca/arc
- » The **Student Affairs officer** provides a fair, respectful, and supportive environment for students and faculty seeking assistance in resolving problems involving academic standing, grades, the learning environment, or unexpected difficulties with successful completion of studies. Call 604-851-6314. ufv.ca/OAIA
- » The **Human Rights and Conflict Resolution office** provides students, faculty, and staff with confidential assessment, advice, and assistance in the resolution of interpersonal conflicts between members of the UFV community. Contact the coordinator for a confidential appointment at 604-864-4660 in Abbotsford, or 604-792-0025, local 4660 in Chilliwack. ufv.ca/hrcro
- » The UFV **International Education department** offers support to both international students and UFV students who wish to study abroad. Visit the office on the Abbotsford campus, call

Apply online at ufv.ca/apply

For program information, visit ufv.ca/calendar

UFV INFORMATION

ADMISSIONS & RECORDS (A&R)

1-888-823-8734
ufv.ca/ar
reginfo@ufv.ca

ABBOTSFORD A&R

tel : 604-854-4501
fax: 604-853-0138

CHILLIWACK A&R

tel: 604-795-2802
fax: 604-792-2814

MISSION A&R

tel: 604-557-7603
fax: 604-826-0681

STUDENT SERVICES & Educational Advising

ufv.ca/studentsservices
ufv.ca/advising
advising@ufv.ca
Abbotsford
604-854-4528
Chilliwack
604-795-2808

ABBOTSFORD

ABBOTSFORD CAMPUS
33844 King Road, Abbotsford, BC

CLEARBROOK CENTRE
Clearbrook Library, 32355 Veterans
Way, Abbotsford, BC

UFV AEROSPACE CENTRE
Abbotsford Airport, 30645 Firecat
Avenue, Abbotsford, BC

CHILLIWACK

CHILLIWACK CAMPUS
at CANADA EDUCATION PARK
Building A: 45190 Caen Avenue,
Chilliwack, BC
Trades and Technology Centre
5579 Tyson Road, Chilliwack, BC

CHILLIWACK CAMPUS
on YALE ROAD
45635 Yale Road, Chilliwack, BC

MISSION

Heritage Park Centre,
33700 Prentis Avenue,
Mission, BC

HOPE AND AGASSIZ

1250 7th Avenue,
Hope, BC

Look inside for information about:

**Admissions • Application • Registration • Fees
• Student resources • Academic terms • Transfer**

ufv.ca/apply

