SECTION 1: Academic Staff

Professors
Kops, B., B.A., M.B.A. (Manitoba), Ed.D. (Toronto); Sloane-Seale, A., B.A., M.Ed. (Manitoba), Ed.D. (British Columbia);
Wallace, L., B.A. (Winnipeg), M.Ed. (Manitoba), Ph.D. (Minnesota)

Associate Professors
Davidson, H., B.A. (California), M.Ed. (Toronto); Matheos, K., B.S.A. (Manitoba), M.Sc. (Guelph), Ph.D. (Kent);

Assistant Professors

Instructors
Burns, S., B.S.W. (Manitoba); Carriere, A., B.S.W., P.B.C.E. (Manitoba); Gaywish, R., M.A. (Carleton); Hamilton, N., M.Ed. (Manitoba), MBA (Thomas More College), B.A., (Winnipeg); Hatcher, S., B.A., (Winnipeg), M.A. (Manitoba); Lafreniere, B., B.S.W. (Manitoba), M.M.F.T. (Winnipeg); Lutberbach, B., B.Ed. (Regina), B.A., M.Ed. (Manitoba), Ph.D. (Open University); Maia, M., B.A., B.Ed. (Manitoba); McDermott, L., B.A. (Manitoba); McLean, C., B.Sc., M.Ed. (Manitoba) Ph.D (Florida); Olson, L., B.A. (Hons.) (Winnipeg), B.Ed., (Western Ontario), M.A. (Western Ontario); Olson, S., M.A. (Mannheim); Rocke, C., B.S.W., M.S.W. (Manitoba); Rogoza, C., B.A. (McMasters); M.C.E. (Calgary)

SECTION 2: Extended Education

Extended Education provides a central focus for adult, distance, mature and summer continuing education in the university and undertakes planning and general administration for these programs and services. Insofar as possible, the university accepts the principle of parity of accessibility to its services in all areas of the province regardless of economic, geographic, physical, or social disadvantage.

Extended Education coordinates a wide range of programs through which degree courses and non-degree or certificate courses are offered. Degree courses are drawn from the offerings of various faculties and schools. Students must apply to, be admitted to, and register in a particular faculty or school to receive credit towards a degree.

SECTION 3: Program Areas

3.1 Aboriginal Focus Programs
Director: Rainey Gaywish
General Office: The University of Manitoba-Downtown: Aboriginal Education Centre, 11 The Promenade
Telephone: 204-982-4224

The Aboriginal Focus Programs area of Extended Education offers a range of programs that are designed to respond to the continuing education needs and concerns of Aboriginal people. The mission of the area is to create pathways of choice in post-secondary education that are based on Indigenous worldviews and developed through partnerships with Indigenous Peoples and communities.

AFP offers certificate and diploma programs as well as degree programs through cooperative arrangements with Aboriginal stakeholders and faculties of The University of Manitoba. Programs are offered in a central location, as in-house training to staff of an organization, or as community-based programs. Programs are offered as ‘open enrolment’ or as block-funded student programs through an arrangement with an employer or sponsor. Delivery methodology can be part-time or full-time study, and can incorporate technology-based delivery where technology access permits.

Aboriginal organizations that identify a need for specific post-secondary or adult education not currently available may be interested in knowing that AFP has the capacity to develop new programs to meet their needs. The following are programs currently being offered:

Aboriginal Child and Family Services Diploma
This off-campus program provides field staff of Aboriginal agencies in Manitoba the knowledge and skills they require to deliver child and family services as outlined by Manitoba’s Child and Family Services Act, and as directed by the Aboriginal Child and Family Services agencies.

Aboriginal Counselling Skills Certificate
This foundation program gives individuals in the helping professions, who are employed by First Nation and/or Aboriginal social service agencies, knowledge and skills in how to provide culturally appropriate counselling services to individuals and families. The Faculty of Social Work offers graduates three allocated and 6 unallocated hours of credit.

Aboriginal Environmental Stewardship Diploma
This diploma is a partnership program between Aboriginal focus Programs and the University of Manitoba’s Clayton H. Riddell Faculty of Environment, Earth and Resources, the Faculty of Arts; Department of Native Studies and Building Environmental Aboriginal Human Resources (BEAHR). This two-year diploma will address the assessment, monitoring, protection, management, sustainability, legal requirements and current issues in the
environmental field. All courses include both Aboriginal and western world views on the environment. BEAHR will coordinate work experience for students enrolled in this diploma making it easier to obtain employment upon graduation.

**Child Sexual Abuse Intervention and Treatment Certificate**
The disclosure of sexual abuse, as in the residential school experience, has highlighted the need for counsellors with specialised expertise. The CSAIT program builds on prior training and experience in counselling. Courses are offered in eleven six-month modules over a year.

**Health Career Transition Year**
This program enables students to gain the knowledge, skills and confidence needed to successfully pursue a professional health career. Students take a combination of preparatory and degree credit courses (21 – 24 credits) over one year. Tutorial, personal, financial and Aboriginal cultural supports are available to students.

**Aboriginal Community Wellness Diploma**
This newly revised degree credit program provides a professional development opportunity in community wellness for Aboriginal health and wellness service workers and those wishing to enter the field. The program is offered through a partnership between The University of Manitoba and the Manitoba Community Wellness Working Group. Each course in the program incorporates an Indigenous wellness perspective. The diploma is designed to meet the educational needs for generic and specialized fields of practice (e.g., addictions).

**Special Education Educational Assistant Certificate**
This program provides culturally relevant accredited training for teacher assistants who work with special needs children under the direction of classroom and/or resource teachers.

**Transition Year (18 to 30 credit hours)**
The off-campus Transition Year is designed to facilitate the successful transition of students from their community to full-time post-secondary study. Emphasis is on building students’ academic and personal skills through specific support to students such as expanded instruction, tutorial support and orientations to the expectations of post-secondary education programs. A minimum of 18 credit hours of university courses is offered in the Transition Year.

### 3.2 Access Programs

**Interim Director:** Brenda Lee Lafreniere  
**General Office:** Aboriginal House, 220-45 Currie Place  
**Telephone:** 204 474 8000  
umanitoba.ca/extended/access

**University of Manitoba Access Program (UMAP)**
In cooperation with the Province of Manitoba, the University of Manitoba Access Program (UMAP) facilitates university studies at the degree level for persons who traditionally have not had the opportunity for such experiences because of social, economic and cultural reasons, lack of formal education or residence in remote areas. Preference will be given to Aboriginal Manitobans (Status, Non-Status, Metis or Inuit). Students in this program are provided with academic and personal supports. Financial assistance may be available. For information, call 474 8000 or, within Manitoba, 1 800 432 1960, extension 8000.

**Health Careers Access Program (HCAP)**
This program is designed to prepare Manitoban Aboriginal persons (Status, Non-Status, Metis, Inuit) for entry to the health professional programs. Within the new Aboriginal Centre for Health Education at the Bannatyne Campus this program provides academic and personal supports. Limited financial assistance may be available. For information call 474 8000 or, within Manitoba, 1 800 432 1960, extension 8000.

**Professional Health Program (PHP)**
This program is designed to support Aboriginal persons (Status, Non-Status, Metis, Inuit) in any of the professional health programs. Housed within the new Aboriginal Centre for Health Education at the Bannatyne Campus this program provides academic and personal supports. Limited financial assistance may be available. For information call 474 8000 or, within Manitoba, 1 800 432 1960, extension 8000.

**Education Access Program (EAP)**
The Education Access Program (EAP) is a joint partnership between the Faculty of Education and the Access Program. EAP provides students with supports to complete a Bachelor of Education (B.Ed.) degree at the University of Manitoba. Because the Bachelor of Education degree is an after-degree program, EAP students must complete their first degree with Access.

Students who identify teaching as their profession of choice must participate in a workshop series ("Destination Education") that is designed to enrich their awareness of the teaching field and the B.Ed. program. All students identifying education as their career choice will be assigned to the designated Access Education Academic Advisor. For information call 474-8000 or, within Manitoba, 1-800-432-1960 extension 8000. umanitoba.ca/education

### 3.3 Continuing Education Programs

**Director:** Atlanta Sloane-Seale  
**General Office:** 188 Extended Education Complex  
**Telephone:** 204 474 8036

A variety of certificate programs, seminars, and short courses are offered for professional and personal development in general management, health and social services, adult education and training, accounting, municipal management and horticulture.

**Certificate Programs**
Extended Education offers a range of professional continuing education certificate programs, in cooperation with agencies in the community and faculties and schools on campus. These programs vary in length, comprehensiveness, and level of certification. Most certificate programs are offered annually. See Section 4.0 below for a listing of certificate programs.

In addition to advising on existing programs, the staff of Extended Education will consult with individuals, groups, and organizations (profit and non-profit) who have an interest in or desire to develop learning experiences specific to their needs.

Copies of the current calendars of Continuing Education Programs are available by calling (204) 474 6742 or toll-free in Canada 1888 216 7011 (extension 6742) or visit websites: umanitoba.ca/extended/ce

### 3.4 Distance and Online Education

**Area Director:** Cheryl McLean  
**General Office:** 188D Extended Education Complex  
**Telephone:** 204 474 8012

**Website:** umanitoba.ca/distance

Each year, over 6000 university students complete degree credit courses offered by Distance and Online Education. Our courses are open to all University of Manitoba students and provide an opportunity for students to complete courses without attending classes on campus. Students have many different circumstances that motivate them to enrol in distance education courses: they may be full-time students needing flexibility for work and study, work shifts or in part-time service jobs, have young families and enjoy the convenience of studying at home, live or work at a geographic distance from the U of M, or continue to study year round in order to more quickly complete their degrees.

Over 139 degree credit courses are offered in Fall, Winter, Fall/Winter, Summer and Dist Ed Winter/Summer, from the following schools/faculties: Agricultural and Food Sciences; Arts; Education; Engineering; Environment, Earth and Resources; Human Ecology; Nursing; Kinesiology and Recreation Management; School of Art; Science; and Social Work. Programs offered by distance include a Bachelor of Arts, Bachelor of Arts in Geography, Bachelor of Social Work, Post-Baccalaureate Diploma in Education, and Baccalaureate Program for Registered Nurses.

Students may choose from the following course delivery methods: Independent Study, Group Based Study, Online Study, Campus Manitoba and Flexible Study.

To request a copy of the 2009-10 Distance and Online Education course calendar, call 474 8012, toll free in Canada at 1 888 216 7011, ext. 8012 or visit the website: umanitoba.ca/distance. Please feel free to drop into Distance and Online Education, located in 188D EE Complex.
3.5 English Language Studies

**Director:** Stephanie Olson  
**General Office:** 188 Extended Education Complex  
**Telephone:** 204 474 8738

English Language Studies provides opportunities for language learners to gain proficiency in additional languages. The area offers conversational language courses in French, Spanish, German, Japanese and mandarin from a beginner to an advanced level. Courses are part-time and are scheduled for September – December, January – April, and April – June.

The Area also offers iBT TOEFL preparation courses several times a year and has recently become an official iBT TOEFL testing site.

Seven levels of Intensive English Program sessions ranging in lengths from four weeks to one year, consisting of 25 hours of classroom instruction per week are offered throughout the year. Academic instruction, oral language experiences, socio-cultural activities constitute the basis of this program. Students are housed in residence on campus or with a homestay family depending upon their preference. Similar programs are also offered for groups coming from Mexico, Japan and Korea. At our U of M Tokyo Campus, several Intensive English Program instructors spend the month of March teaching English to students from Sagami Women’s University.

In collaboration with the Faculty of Education, a Certificate in Teaching English as a Second Language (CTESL) is offered to meet the needs of individuals who are pursuing a teaching career in ESL. The Certificate program consists of a total of five 40-hour courses; Four required courses and one approved elective course. Courses can be taken full-time or part-time.

3.6 General Studies

**Director:** Bill Kops  
**General Office:** 188 Extended Education Complex  
**Telephone:** 204 474 8330 or 474 7154

**Welcome to General Studies**

A key component of the mission of Extended Education is to provide equality of opportunity and increased access to the educational resources of the university and the community. General Studies, originated in 1979, strives to fulfill this mission by allowing people who require a specific selection of courses to meet entrance requirements, or career development and personal goals to enrol at the University of Manitoba. It provides an opportunity for people who are not seeking a University of Manitoba degree to take degree credit courses in a variety of disciplines. As well, General Studies allows students to select courses from different areas in order to be able to make more informed decisions about their career direction. Courses may be taken in General Studies in the Fall and Winter terms or, Summer Session, off campus or distance and online education.

**Entrance Requirements to General Studies**

Students may be admitted in one of the following categories: Auditing Student; Mature Student; Special Student; Visiting Student. Detailed information on the entrance requirements and a description of the student categories can be found in the Admissions chapter of this Calendar or by contacting the General Studies office.

**Student Services**

A Student Advisor is available to assist students with course and program planning, and to provide admission and registration information on a drop-in basis or by appointment throughout the year.

For information call (204) 474 8330 or 474 7154, or toll-free in Canada, 1 888 216 7011 (extension 8019) or e-mail aclaman@ms.umanitoba.ca, or visit our website at umanitoba.ca/extended/general_studies.

Please see the General Studies pages following for information on registration and policies.

3.7 Inter-Universities North Program

In cooperation with Brandon University and the University of Winnipeg, courses in Arts, Science and Education are offered in communities north of the 53rd parallel. Telephone: 1 800 442 0462.

3.8 Military Support Office

**Coordinator:** Anne-Lucie Bouchard  
**General Office:** 188 Extended Education Complex  
**Telephone:** 204 474 8006

The Military Support Office is designed to assist CF personnel and their immediate family members in the pursuit of a university education. The office replaces the long-standing former Canadian Forces University Program, but has retained experienced staff to assist in overcoming the problems which can result from the frequent moves and deployments experienced by members of the Defence family.

Through this unique office, the University of Manitoba takes into account the difficulty which extensive mobility can create in satisfying the residency requirement for graduation. Recognition is given for a wide range of military training, academic counselling services are provided by highly qualified student advisors, and provision is made for academic and financial relief when military duties interrupt studies.

Courses are available through Distance and Online Education or on campus, either part-time or full-time, and a Mature Student entry program is also offered.

Call toll-free within North America 1 800 850 6166, or e-mail military@umanitoba.ca. The MSO website is at umanitoba.ca/extended/military.

3.9 Off-Campus Study

**Area Director:** Bill Kops  
**General Office:** 188 Extended Education Complex  
**Telephone:** 204 474 8019

Off-Campus Study is designed to improve accessibility and success in university for students. A flexible and convenient alternative, Off-Campus Study allows students to take degree courses at sites within Winnipeg other than the Fort Garry Campus. Courses are taught by University of Manitoba instructors in the evenings and on weekends. The courses taught in high school allow Senior 4 students to take university courses while still in high school and receive university credit.

For information call (204) 474 8019, or toll-free in Canada 1 888 216 7011 (extension 8019) or e-mail aclaman@ms.umanitoba.ca, or visit our website at umanitoba.ca/extended/off-campus

3.10 Summer Session

**Director:** Bill Kops  
**General Office:** 188 Extended Education Complex  
**Telephone:** 204 474 6963

Summer Session offers a wide range of courses in the spring and summer, including feature programs, summer institutes, travel/study and off-campus courses. Summer Session provides an opportunity to accelerate degree completion, ease course loads in the fall and winter, or benefit from small classes.

May and June Day courses begin in early May and continue to late June. Most classes meet for two hours each day either in the morning or early afternoon.

May to August Evening courses run from early May to early August. Classes are generally scheduled two evenings each week and meet for two and one-half hours.

July and August Day courses begin in early July and continue to late August. Most classes meet for two hours each day either in the morning or early afternoon.

For information about Summer Session, call (204) 474-7018 or (204) 474 6963, or toll-free in Canada 1 888 216 7011 (extension 6963) or e-mail summer@umanitoba.ca, or visit our website at umanitoba.ca/summer.

**SECTION 4: Certificate and Diploma Programs**

4.1 Agriculture

**Prairie Horticulture**

The purpose of this program is to focus on horticulture specific to the prairies, especially with respect to production and market conditions, climate, crop type, pests, disease, and other relevant prairie topics. Offered by independent study, part-time study.
4.2 Education

Adult and Continuing Education
To develop and enrich the knowledge and level of competence of those practicing in the field of adult education. Offered by face-to-face, blended and distance study. Part-time study. Some courses are cross-listed as degree credit in the Faculty of Education.

Teaching English As a Second Language
The Certificate Program objectives are to meet local, national, as well as international needs of teacher development in ESL and EFL. The program provides a focused initial preparation for teaching ESL. Upon successful completion of the program, CTESL participants will be able to: discuss the theoretical basis of second language instruction; demonstrate a variety of effective ESL teaching techniques; and explain, in pedagogically relevant ways, the linguistic structures of the English language.

4.3 General Management

Financial & Management Accounting
This certificate program is designed to provide general accounting education to anyone working with accounting information. The program provides a solid technical and conceptual foundation in accounting processes. Courses can be applied to an accounting designation or transferred for degree credit. Part-time study.

Applied Management
This certificate is designed to provide individuals in various work environments with the opportunity to combine combining management studies with applications relevant to their own careers and industries. Registrants must identify their learning objectives and develop a program to meet these objectives. Specializations are available in: police service, records management, organizational effectiveness and utilities management. Part-time study over two to three years.

Human Resource Management
This program provides instruction in concepts and practices in human resource management. Part-time study over three years.

Intellectual Property and Technology Commercialization Management
In partnership with the University of Manitoba’s Office of the Vice President (Research) Intellectual Property Advice and Technology Assessment Office, this program is designed to address many intellectual property and technology commercialization issues. Part-time study.

Interdisciplinary Studies
This program provides a certificate to students completing a minimum of 200 contact hours within the Continuing Education Program Area. Students must identify their learning objectives and develop a program to meet these objectives. A specialized stream offered in partnership with the Manitoba Customer Contact Association, and the Learning Technologies Centre are also offered.

Quality Management
This program offers a management approach to the design and implementation of quality programs. Offered by independent study or blended learning. Part-time study over 1 year.

Municipal Administration
This program provides an essential body of knowledge required to assume administrative responsibilities within small to mid-size municipalities in Manitoba. Available by independent study. Part-time study over four years.

4.4 Health and Social Services

4.4.1 Applied Behaviour Analysis
This program combines degree credit courses and supervised practicum courses to help individuals understand and practice the principles and techniques of applied behaviour analysis. Part-time study over three years.

4.4.2 Applied Counselling
To provide persons in health, education, private and government social service agencies with progressive skill development and theory in the practice of counselling. The four program areas are: general counselling, working with abused women and children, addictions studies, and child welfare practice. Part-time study over 1½-5 years. The two specialization areas are general counselling and addictions studies.

4.4.3 General Case Management
This program is for individuals who want to prepare for future positions in Canada’s rapidly changing health and social service sectors by gaining a general background in case management. Part-time study over 3 years.

4.4.4 Rehabilitation Case Management
This program prepares individuals to work in rehabilitation programs (e.g., medical, social and physical services, claims management, long term care, education). Participants learn varied case management models, principles of social and physical rehabilitation and functional and psychosocial theories in rehabilitation. Part-time study over 3 years.

4.5 United Way of Winnipeg Leadership Development Certificate Program
This program is offered in partnership with the United Way of Winnipeg and provides extensive training to sponsored executives. Full-time program for 16 weeks.

4.6 Management/Professional Institute Affiliation

Canadian Institute of Management Certificate Program in Management and Administration* (CIM)
To offer management training for managers and supervisors in industry, business, and government. 4 years part-time study.

Purchasing Management Association of Canada* (PMAC)
The University of Manitoba participates with the PMAC in the offering the Strategic Supply Chain Management Program, a series of courses designed to develop proficiency in functional area processes and technical competencies, as well as a number of core and elective courses.

Real Estate Institute* (FRI)
Awarded by the Real Estate Institute of Canada (REIC) to individuals whose education, experience and ethical conduct have met the standards set by the Institute. The FRI designation signifies professional expertise in market analysis, property sales and leasing, real estate marketing and residential appraisal.

Credit Union Institute of Canada (CUIC)*
This program provides in-depth understanding of the key competency areas in credit union business management. Individual courses.

NOTE: * Certificate awarded by an external agency.

4.7 Engineering

Post Baccalaureate Certificate in Manufacturing Engineering (PBCME)
The PBCME is offered in partnership with the Faculty of Engineering, Extended Education and Red River College. 3 years part-time study.
Distance and Online Education

Initial Access Times
To determine your registration access time, please see the chapter of this publication for which you were admitted.

Please register early for Distance and Online Education courses to ensure that you receive your course materials in time to complete your first assignment.

Section 1: Welcome and General Information
Distance and Online Education courses are open to all UM students and provide an opportunity for students to complete courses without attending classes on campus. Students have many different circumstances that motivate them to enrol in distance education courses: they may be full-time students needing flexibility for work and study, work shifts or in part-time service jobs, have young families and enjoy the convenience of studying at home, live or work at a geographic distance from the UM, or continue to study year round in order to more quickly complete their degree.

Over 120 degree credit courses are offered from the following faculties/schools: Agricultural and Food Sciences; Art; Arts; Clayton H. Riddell Environment, Earth, and Resources; Education; Engineering; Human Ecology; Nursing; Kinesiology and Recreation Management; Science; and Social Work. Programs offered by distance include a Bachelor of Arts, Bachelor of Arts in Geography, Bachelor of Social Work, Post-Baccalaureate Diploma in Education, and Baccalaureate Program for Registered Nurses.

To request a copy of the 2009-10 Distance and Online Education course calendar, call 474 8012, toll free in Canada at 1 888 216 7011, ext. 8012 or visit the website at umanitoba.ca/distance.

Distance and Online Education Course Delivery Methods
Independent Study
Independent Study courses are designed for you to study at your convenience. You will receive a manual that contains study notes, reading materials, and assignment questions. Any required textbooks or audio/video materials can be purchased from the UM Book Store. Additional reading materials or audio/visual materials, if required, may be borrowed from the Off-Campus Library Service. Courses differ slightly in their approach but generally have two to four assignments per term and an exam.

Online Study
When you register in an Online Study course, you will access a website to read course material, participate in discussions and submit assignments. Interaction with other students and your instructor via e-mail, chat, or discussion groups is easily available. The nature of interaction during most of the discussions allows participation when it is convenient for you.

Group Based Study
These courses allow the flexibility of studying independently, as well as having the “real-time” contact of an on-campus course. Audio or online conference sessions facilitate discussions based on the course topics and provide the opportunity for interaction between students in various communities and the instructor. Course manuals and textbooks may be supplemented with audiotapecs and/or videotapes.

Flexible Study
Flexible Study allows you to study independently (using print-based or online course materials) while participating in scheduled tutorials that focus on content areas where students often have questions or problems. Most flexible study courses have four to six tutorials spread out over the term.

Campus Manitoba
Campus Manitoba (CMB) offers courses at a variety of locations around the province through a consortium that includes: Brandon University, the University of Manitoba, the University of Winnipeg, Collège universitaire de Saint-Boniface, Red River College, Keewatin Community College and Assiniboine Community College. CMB is a unique program in that students receive transfer of credit for courses offered by any of the participating institutions. Courses are offered using a variety of technologies including virtual classroom software, as well as Internet and web-based components. Campus Manitoba courses are offered in the following locations:

- Altona
- Cross Lake
- Flin Flon
- Swan River
- Boissevain
- Dauphin
- Killarney
- The Pas
- Brandon
- Deloraine
- Southport
- Thompson
- Carmar
- Ericksdale
- Steinbach
- White Bear First Nation

For a list of course offerings and fees, contact: Campus Manitoba, Brandon University, Brandon, Manitoba R7A 6A9; telephone: 204 727 9668; Fax: 204 726 1059; e-mail: campus_mb@brandonu.ca; website: www.campusmanitoba.ca

Accessing Distance and Online Education Courses
The technologies required for studying by distance education can vary depending on the course. In some cases, you may require a DVD or an audio-cassette player. If you wish to take advantage of the many online course components that are available, you will require access to a computer, software, and an Internet provider. Information regarding requirements for online courses can be found under the Online Study program description of the Distance and Online Education course calendar.

Section 2: Registration
Please refer to the Registration System section of this publication for course registration dates and procedures. If you have questions regarding course registration procedures, please call 1-888-216-7011, ext. 8012. You may register for Distance and Online Education courses and on-campus courses in the same transaction.

2.1 Distance and Online Education Terms
Fall (3 cr. hrs.) September 2009 - December 2009
Winter (3 cr. hrs.) January 2010 - April 2010
Fall/Winter (6 cr. hrs.) September 2009 - April 2010
Dist Ed Winter/Summer (6 cr. hrs.) January 2010 - July 2010
Summer (3 cr. hrs.) May 2010 - August 2010

The lecture section acts as an identifier for the specific section of a course. All Distance and Online Education lecture section numbers are prefixed by the letter ‘D’, i.e. D01, D02, etc. It is important that you select the appropriate section number prior to registration.

Section 3: Additional Information
3.1 Examinations
Final exams are held in April, July, August, and December. You are expected to be available at the scheduled day and time, and should consider this when registering for courses.

Most students are able to write exams in their own community. Students living in Winnipeg must write at the UM Fort Garry Campus.

3.2 Course Materials
Independent Study and Group Based Study course materials are sent to you by mail once you have registered for the course. Instructions regarding accessing Online Study courses will also be mailed to you once you register. Required textbooks can be confirmed and must be ordered directly from the UM Book Store. It is recommended that you register at least four to six weeks prior to the start of the term to ensure that you receive your course materials prior to the beginning of the term.

The following dates are suggested guidelines for course registration:

Courses beginning in September:
- Register immediately upon your initial registration access time.

Courses beginning in January:
- October 31, 2009 (course materials are not mailed during the university closure in December).
Courses beginning in May:
Register immediately after the registration period opens.

3.3 Distance and Online Education Course Fees
NOTE: Tuition Fees for the 2009-10 academic year are not available until May 2009; therefore the 2008-2009 fees are listed for reference. For information regarding additional compulsory fees (e.g., Registration Fee, Library Fee, Student Services Fees, etc.) please refer to umanitoba.ca/registrar or call 474-9420. Undergraduate International Students are subject to an International Differential Fee of 180%.

2008/2009 Fees (for reference only; fee varies depending upon faculty)

<table>
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<th>Credits</th>
<th>Fee Range</th>
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<tr>
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<td>$460 - $564</td>
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<td>$345 - $423</td>
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Section 1: Initial Access Times
General Studies students registering for on-campus, distance education and online courses may register starting on August 2009. For more information about initial access times and how to determine your specific time, please refer to the University of Manitoba home page: umanitoba.ca

Section 2: Registration Assistance
Welcome to General Studies (Extended Education) for the 2009-2010 Session. We encourage you to read the Undergraduate Calendar for information about registration, course descriptions, rules, regulations and procedures.

Please take the time to become familiar with the academic regulations and requirements of the University of Manitoba (see the Chapter, General Academic Regulations and Requirements) and the specific academic regulations and requirements of General Studies. As well, you may wish to seek the advice of the General Studies student advisor.

The General Studies student advisor is available to assist you with course and program planning, and to provide admission and registration information on a drop-in basis or by appointment throughout the year.

Monday through Friday, 8:30 a.m. to 4:30 p.m.
188 Extended Education Complex

Student Advisor: Karen Nickerson (204) 474-8330
Assistant Advisor: Michelle Kidd (204) 474-7154
Toll Free in Canada: 1-888-216-7011 (ext. 7154 or 8330)
Fax: (204) 474-7661 Email: general_studies@umanitoba.ca
Web: umanitoba.ca/extended/general_studies

Section 3: Registration Information

3.1 Instructions
You may register for up to a maximum of 30 credit hours in the combined Fall and Winter terms, and up to a maximum of 15 credit hours in any one term.

Read the Information Section on AURORA found in the registration section of the Undergraduate Calendar. If you experience difficulty in accessing the registration system, contact General Studies for information and assistance.

If you have a family member or friend register on your behalf, please make sure they are aware of your initial registration access period. They must have your student number, your date of birth, and your six-digit PIN number. You are responsible for all transactions undertaken on your behalf.

3.2 Returning Students
If you have successfully completed 24 credit hours or more, you are eligible to apply directly to a faculty or school providing you have met that faculty or school entrance requirements. For detailed information on other faculties and schools refer to the appropriate chapter listed in the Undergraduate Calendar. If you need help with course selection or have any concerns about your status, please contact the General Studies student advisor before you apply.

3.3 Visiting Students
New visiting students must apply for admission. Please contact the General Studies Office for information.

Visiting students who have been admitted and registered previously in at least one course are eligible to register in a subsequent session without re-applying for admission provided: your home university has not changed since you last registered in General Studies; you have a Letter of Permission from your home university approving the selected courses in which you wish to register; and you provide the Letter of Permission to General Studies prior to registering.

3.4 Auditing Students
New auditing students must apply for admission. Please contact the General Studies Office for information. All auditing students are required to have written permission of the course instructor and register in-person with General Studies.

Section 4: Contacting Distance and Online Education
For further information and for program and course descriptions, go to umanitoba.ca/distance or see the Distance and Online Education course calendar.
To obtain a copy, call (204) 474 8012 or Canada Toll-Free at 1 888 216 7011, extension 8012.
For other inquiries, contact:
Distance and Online Education
188D Extended Education Complex
8:30 a.m. - 4:30 p.m. Monday to Friday
Telephone: (204) 474 8012
Canada: Toll-Free 1 888 216 7011, extension 8012
Fax: (204) 474 7661
Email: de_info@umanitoba.ca
umanitoba.ca/distance

4.1 Academic Assessment Policy
Academic Assessment gauges student success at the University. Formal academic assessment shall be done following each academic term for all General Studies students who have completed 30 credit hours or more of attempts. In order to be in “good standing” in General Studies, a student must achieve a degree Grade Point Average (GPA) of 2.00 or greater at each assessment period. Students in “good standing” may continue in General Studies or, preferably, transfer to a target faculty.

Students who do not achieve a degree GPA of 2.00 will be placed “on probation”, which will appear on the student’s transcript. Once “on probation”, a student will be allowed to register for another term (or terms).
Off-Campus Study

Section 1: Initial Access Times
You can register for Off-Campus Study and on-campus courses in the same transaction. For more information about initial access times and how to determine your specific time, please refer to the University of Manitoba home page: www.umanitoba.ca or please refer to the registration information in this Calendar.

Section 2: Registration and General Information
A flexible and convenient alternative, Off-Campus Study allows students to take degree courses at various community sites within Winnipeg including the U of M Bannatyne Campus, Vincent Massey Collegiate, Gray Academy of Jewish Education, the University of Manitoba Downtown: Aboriginal Education Centre and the Canadian Mennonite University.

Students can register for Off-Campus Study courses on-line at umanitoba.ca. See the information in this Calendar for details on registration. Contact Off-Campus Study for more information on courses or for assistance concerning registration procedures. For questions regarding your academic program, contact a student advisor in your faculty or school.

2.1 Registration
It is your responsibility to be familiar with the requirements of your program and to complete the prerequisites for any courses you plan to take.

Where faculties/schools require written consent, for courses where written consent of the department head or instructor is required, you must submit the written consent to your faculty/school prior to registering.

2.2 Fall and Winter (September 2009- April 2010)
Registration for all courses scheduled in Fall and Winter begins mid-July in accordance with the initial access times that apply to your faculty or school for registration as outlined in this Calendar, and continues until early September for courses beginning in September, and until mid January for courses beginning in January.

The period for late registration and registration revisions is usually from the first day of classes in September until mid-September for all Fall and Fall/Winter courses. A late fee will be assessed on all registrations during this period.

2.3 Fee Information
Fee information published in this Calendar is for reference only. When you register on-line, one of the transactions you must complete is a fee assessment, which will indicate the exact amount owing and the fee payment deadline.

2.4 Examinations
Final examinations are normally scheduled for the same location and time as the class. In some cases, examinations may be written at the University of Manitoba Fort Garry Campus. The examination schedule is published well in advance of the examination period. Students are expected to check the schedule and be available to write examinations as scheduled.

2.5 For Information
Off-Campus Study: 188 Extended Education Complex
8:30 a.m. – 4:30 p.m., Monday to Friday
Telephone: (204) 474 8019
Toll-Free in Canada telephone: 1 888 216 7011 extension 8019
Fax: (204) 474 7661
Section 3: Off-Campus Study Courses

The description for each Off-Campus Study course may be found in this Calendar listed by faculty and department. Courses may be added after the publication of this Calendar. Check our website for up-to-date course listings and information: umanitoba.ca/extended/off-campus

Faculty of Arts
English, Film, and Theatre
ENGL 0930 English Composition (3)
ENGL 2760 Introductory Creative Writing (3)

German and Slavic Studies
YDSH 1220 Yiddish (6)

Native Studies
NATV 1220 Native Peoples of Canada I (3)
NATV 1240 Native Peoples of Canada II (3)

Faculty of Science
Physics and Astronomy
PHYS 0900 Preparing for University Physics (0)

Centre for Ukrainian Canadian Studies
UCHS 3100 Ukrainian Arts in Canada (3)

Faculty of Human Ecology
Human Nutritional Sciences
HNSC 1200 Food: Facts and Fallacies (3)
HNSC 1210 Nutrition for Health and Changing Lifestyles (3)
HNSC 2130 Nutrition Through the Life Cycle (3)

Faculty of Nursing
NURS 1260 Human Growth and Development (3)
NURS 1280 Introduction to Nursing (3)

NATV 2100 Aboriginal Spirituality (3)
NATV 3100 Aboriginal Healing Ways (3)
NATV 3240 Native Medicine and Health (3)

Faculty of Arts
English, Film, and Theatre
ENGL 0930 English Composition (3)
ENGL 2760 Introductory Creative Writing (3)

German and Slavic Studies
YDSH 1220 Yiddish (6)

Native Studies
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Physics and Astronomy
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