

Extended Education

General Office

188 Extended Education Complex

Telephone: (204) 474 9921

1 800 432 1960 ext. 9921 (Toll free in Manitoba)

1 888 216 7011 ext. 9921 (Toll free in Canada)

FAX: (204) 474 7661

Website: umanitoba.ca/extended

Dean: Lori Wallace

Associate Dean: Kathleen Matheos

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SECTION 1: Academic Staff

Professors

Kops, B., B.A., M.B.A. (Manitoba), Ed.D. (Toronto); **Sloane-Seale, A.**, B.A. (Hons), 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.A., Ed.D. (Toronto)

Assistant Professors

Instructors

Burns, S., B.S.W. (Manitoba); **Carriere, A.**, B.S.W., P.B.C.E. (Manitoba); **Gaywish, R.**, M.A. (Carleton), Ph.D. (Trent); **Hamilton, N.**, B.A. (Winnipeg), M.Ed. (Manitoba), MBA (Thomas More College); **Lafreniere, B.**, B.S.W. (Manitoba), M.M.F.T. (Winnipeg); **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); **Rogoza, C.**, B.A. (McMasters); M.C.E. (Calgary)

Senior Scholar

LeBlanc, A., B.A., M.A. (Wilfrid Laurier), C.R.E.D.I.F. (Laval), Ph.D. (Western Ontario); **Luterbach, B.**, B.Ed. (Regina), B.A., M.Ed. (Manitoba), Ph.D. (Open University);

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

Area Director: Dr. Rainey Gaywish

General Office: The University of Manitoba-Downtown:
Aboriginal Education Centre, 11 The Promenade

Telephone: 204-982-4233

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 paths 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 cohort 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:

Degree/Diplomas	Years to Complete	Total Credit Hours
Aboriginal Environmental Stewardship Diploma	2	60
Aboriginal Community Wellness Diploma	2	60
Aboriginal Child and Family Services Diploma	2	60
Health Careers Transition Year	1	21 to 24
General Transition Year	1	21 to 24
Non-Degree – Certificates		
Aboriginal Counselling Skills Certificate	1	346 contact hours
Child Sexual Abuse Intervention & Treatment Certificate	1	380 contact hours
Special Education Educational Assistant Certificate	1	480 contact hours

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.

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 24 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 experience 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, or Inuit) for entry to the health professional programs such as Medicine, Dentistry, Dental Hygiene, Pharmacy, Medical Rehabilitation (Physical and Respiratory Therapy) and Nursing. Through the coop-

eration of the Province of Manitoba and the University of Manitoba, 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.

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 8016 or toll-free in Canada 1888 216 7011 (extension 8016) 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 6,300 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. If you require flexibility in time and place for your studies, plan to take courses year round, live or work at a geographic distance from the UM or simply appreciate the convenience of studying at home, **Degrees on the Go** provides you the opportunity to complete your degree. Many students choose to enroll in on-campus and Distance and Online Education courses at the same time.

Over 140 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 Geogra-

phy, Bachelor of Social Work, Post-Baccalaureate Diploma in Education, and Baccalaureate Program for Registered Nurses.

All Distance and Online Education courses are offered online. Standard course features include: course materials; interaction options such as chat, student lounge and e-mail; and online assignment submission. For further information regarding studying online, please see umanitoba.ca/distance.

To request a copy of the 2010-11 Distance and Online Education course calendar, call 474 8012, toll free in Canada at 1 888 216 7011, ext. 8012 or visit 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 iB TOEFL preparation courses several times a year and has recently become an official iB 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

General Studies provides opportunities for students to take credit courses at the University of Manitoba without being enrolled in a degree program. Our students come from all walks of life: Professionals developing their careers; Students satisfying entrance requirements to professional and other faculties; Seniors enriching their lives; Students visiting from other institutions; individuals exploring a career change. Whatever your educational interests, General Studies is a great options for study at the University of Manitoba. Courses are available in the Fall and Winter terms, Summer Session, and through Distance and Online Education.

Entrance Requirements to General Studies

Students may be admitted in one of the following categories: Auditing Student; Mature Student (Canadian Military only); 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 7154 or 8330) 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:

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 has 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. Courses in High School program 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 smaller 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) 474-8008 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 an intermediate level 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, evening classes.

Applied Management

This certificate is designed to provide individuals in various work environments with the opportunity to combine management studies with applications relevant to their own careers and industries. Registrants select a particular specialization appropriate to their own development interests. Specializations are available in: police service, records management, retail 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 certificate program offers a management approach to the design and implementation of quality programs. Offered by independent study or blended learning. Part-time study over one 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

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.

Applied Counselling

Provides knowledge of the counselling process and practical counselling skills development. It is for people who are involved in direct counselling through their paid or volunteer work. Participants' varied workplaces include: health care, education, social services, government, vocation employment counsellors, managers, and other work places where counselling takes place. Part-time study over one and a half to five years. The two specialization areas are general counselling and addiction studies.

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 three years.

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 three 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 Affiliations

Canadian Institute of Management Certificate Program in Management and Administration* (CIM)

To offer management training for managers and supervisors in industry, business, and government. four years part-time study.

Certificate in Public Sector Management (CPSM) Co-sponsor: The Government of Manitoba

To offer management training for new and developing mid-managers employed by the provincial government. One-year part-time study program delivered in Blended Learning format integrating face-to-face sessions with online learning.

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.

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. Three years part-time study.

(Note: will not be offered 2010-11)

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.

Section 1: Welcome and General Information

Distance and Online Education (DE) courses are open to all UM students and provide an opportunity for students to complete courses without attending classes. 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 140 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 2010-11 Distance and Online Education course calendar, call 474 8012, toll free in Canada at 1 888 216 7011, ext. 8012 or visit umanitoba.ca/distance.

Online Course Delivery

All Distance and Online Education courses are offered online. Courses are hosted by an online learning management system where you can logon to the UM web server and access your course website in a secure environment.

Standard course features include: course materials; interaction options such as chat, student lounge and e-mail; and online assignment submission. Some courses also feature synchronous online or telephone audioconferences; on-campus tutorials; or audio/video resources. For further information regarding studying online, please see umanitoba.ca/distance.

Required textbooks and/or audio/visual materials can be confirmed and ordered from the UM Book Store at umanitoba.ca/bookstore. Early registration is recommended to ensure that you receive required materials prior to the start of 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
Carman	Eriksdale	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 Online Courses

The technologies required for studying by DE can vary depending on the course. Online courses require access to a computer, software, and an Internet provider. Some courses may require a headset and microphone for online audioconferences or access to a DVD player.

Further information regarding requirements for accessing online courses can be found in the DE course calendar or at umanitoba.ca/distance. Specific course requirements can be found under *Syllabus Available* in the DE course section ("D" section numbers) in Aurora Student.

Section 2: Registration

All course registration activities for DE courses must be done using Aurora Student. You may register for DE courses and on-campus courses in the same transaction. It is recommended that you register for courses immediately upon your initial registration access time or immediately after the registration period opens.

Please refer to the Registration System section of this publication or to umanitoba.ca/distance for registration dates and procedures. If you have questions regarding registering for DE courses, please call 474-8012 or 1-888-216-7011, ext. 8012.

2.1 Distance and Online Education Terms

Fall (3 cr. hrs.)	September 2010 - December 2010
Winter (3 cr. hrs.)	January 2011 - April 2011
Fall/Winter (6 cr. hrs.)	September 2010 - April 2011
Dist Ed Winter/Summer (6 cr. hrs.)	January 2011 - July 2011
Summer (3 cr. hrs.)	May 2011 - August 2011

The lecture section acts as an identifier for the specific section of a course. All DE section numbers are prefaced 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 community. Students living in Winnipeg must write at the UM Fort Garry Campus.

3.2 Distance and Online Education Course Fees

NOTE: Tuition Fees for the 2010-11 academic year are not available until May 2010; therefore the 2009-10 fees are listed for *reference* only. 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; please refer to umanitoba.ca/distance.

2009-10 Fees (for reference only; fee varies depending upon faculty)

6 credit hours:	\$690 - \$846
4 credit hours:	\$460 - \$564
3 credit hours:	\$345 - \$423

Section 4: Contacting Distance and Online Education

For further information and 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 or refer to umanitoba.ca/distance.

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

General Studies

Section 1: Initial Access Times

General Studies students registering for on-campus, distance education or online education courses may register starting in August 2010. 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 or access Aurora Student in July.

Section 2: Registration Assistance

Welcome to General Studies (Extended Education) for the 2010-2011 Session. We encourage you to review the *Undergraduate Calendar* (umanitoba.ca/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.

Drop-in basis: Monday through Friday, 9:00 a.m. to 3:30 p.m.
188 Extended Education Complex

Telephone: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Student Advisor: Karen Nickerson (204) 474-8330

Assistant Student 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, including Summer Session.

Read the Information Section on AURORA found in the registration section of the *Undergraduate Calendar* (umanitoba.ca/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* (umanitoba.ca/calendar). If you need help with course selection or have any concerns about your status, please contact the General Studies Student Advisor.

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: Information Applicable to All General Studies Students

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). At each point of assessment, students "on probation" must achieve a term GPA of 2.00 in order to proceed. In order to clear probation, a student must achieve a degree GPA of 2.00. While "on probation", students are encouraged to consult the General Studies student advisor prior to registration and on a regular basis thereafter.

If a student does not succeed in achieving a term GPA of 2.00, they will be placed on "academic suspension" for one calendar year. A student on "academic suspension" is normally not allowed to register in another faculty or school at the University of Manitoba or to attend any other post-secondary institution during the time of suspension. Following the suspension period, a student may reapply for admission to General Studies

4.2 Credit Hour Policy

In an effort to assist students with academic decisions, all students who have completed 45 credit hours of study with General Studies will be required to meet with a student advisor before being allowed further registration. Until such time as the student meets with the advisor, a block will be placed on their record to prevent further registration (*policy is currently under review*).

4.3 Transferring to Other Faculties or Schools

General Studies students will need to determine the specific subject and credit hour requirements of the faculty to which they plan to apply. This information is available in the *Undergraduate Calendar* (umanitoba.ca/calendar) or from the General Studies office. Students are encouraged to apply to a faculty of their choice as soon as the requirements have been satisfied.

Entry to every faculty and school requires a formal application for admission or transfer of faculty form to be submitted to the Admissions Office. Admission dates and forms are available at the Admissions Office, 424 University Centre or on the Admissions Office website at umanitoba.ca and click on *Apply for Admission*. It is always in your best interest to seek admission or transfer to a faculty or school as early as possible.

4.4 Courses Available to General Studies Students

All courses in the following faculties and schools are available to General Studies students. Prerequisites may be required for some courses as specified in the course descriptions in the *Undergraduate Calendar*:

Clayton H. Riddell Faculty of Environment, Earth, and Resources
Faculty of Agricultural and Food Sciences
Faculty of Arts
Faculty of Science
I. H. Asper School of Business
School of Art

All courses offered in the following faculties and schools require teaching faculty written approval before registering with the exception of courses open to all students as listed under University 1 in the *Undergraduate Calendar*:

Faculty of Architecture
Faculty of Education (5000 level courses only)
Faculty of Engineering
Faculty of Human Ecology
Faculty of Kinesiology and Recreation Management
Faculty of Nursing
Faculty of Social Work (students with less than 30 credit hours)
Marcel A. Desautels Faculty of Music

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 at umanitoba.ca or please refer to the registration information in the *Calendar* (umanitoba.ca/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 the *Calendar* (umanitoba.ca/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 2010- April 2011)

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 the *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

Website: umanitoba.ca/extended/off-campus

Section 3: Off-Campus Study Courses

Course offerings include Creative Writing, Anthropology, Physics, Native Studies, Nutrition, Yiddish, Psychology, and Nursing. Check our website for up-to-date course listings and information: umanitoba.ca/extended/off-campus.