

# HOW TO BECOME A UFV STUDENT

Your admissions guide



[www.ufv.ca](http://www.ufv.ca)

UNIVERSITY  
OF THE FRASER VALLEY

# Get Started @ UFV

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

- 1** Visit the UFV online calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar) to help you choose a program of study.
- 2** Check out the educational advising pages at [www.ufv.ca/advising](http://www.ufv.ca/advising) for help developing your educational plan and understanding policies and procedures at UFV.
- 3** Gather required documents — check the *How to Apply* section for your program in the online UFV calendar.
- 4** Submit your application. Check the *When to Apply* section for your program in the online UFV calendar.
- 5** If necessary, write placement tests. Check the online calendar to see if any are required for your program or for the courses you will be taking (see *Step 3*, page 7).
- 6** See an educational or program advisor for course planning help (see *Step 2*, page 7).
- 7** Check out financial aid resources, if needed (see *Step 4*, page 7).
- 8** Attend the interview or orientation for your program, if there is one.
- 9** Choose courses and plan a realistic course load (see *Step 5*, page 7).
- 10** Register and pay the deposit on your fees (see *How to register*, page 8).



## Contact info

### Student Services (& Educational Advising)

Abbotsford: 604-854-4528

Chilliwack: 604-795-2808

[advising@ufv.ca](mailto:advising@ufv.ca)

### Admissions & Records

Abbotsford: 604-854-4528

Chilliwack: 604-795-2808

Mission: 604-557-7603

Hope: 604-869-9991

[reginfo@ufv.ca](mailto:reginfo@ufv.ca)

[www.ufv.ca](http://www.ufv.ca)

See back cover for campus locations.

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## 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.

### About this guide

This guide is designed to help you with some of the questions you may have about applying for admission, registering, and becoming a part of the UFV community.

This guide is designed to assist new UFV students to enter undergraduate credit programs (i.e. college and university-level), and is intended to be used in conjunction with the current UFV calendar, available online at [www.ufv.ca/calendar](http://www.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 [www.ufv.ca/cs](http://www.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 <http://my.ufv.ca>.**

## About UFV

UFV is a dynamic regional university with campuses in Abbotsford, Chilliwack, and Mission, a regional centre in Hope, and an information centre in Agassiz. UFV is more than just a university. UFV has more than 13,000 students registered in full- and part-time studies including university degree programs, certificate and diploma programs, English as a second language, upgrading and university preparation, vocational and trades training, and continuing studies.

## The academic year

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

## 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 [www.ufv.ca/calendar](http://www.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 booklet, published in August and December, and on the web at [www.ufv.ca/cs](http://www.ufv.ca/cs).

## 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 are generally two years in length, bachelor's degrees are usually four years, and associate

degrees are two years, based on full-time study. Most programs can also be completed on a part-time basis over a longer period of time. 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).

## Program paths

Program paths allow you to begin studying in your preferred area when a specific program is not available, or you do not meet all entrance requirements.

Following a program path allows you to:

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

## Laddering from one program to another

If you begin in a diploma, associate degree, or certificate, 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.

## Admissions

The following section provides information on admission to credit programs. For admission to Continuing Studies programs, please refer to the Continuing Studies booklet, which is published in August and December, or visit [www.ufv.ca/cs](http://www.ufv.ca/cs).

Admission to a program is the first part of the process to become 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* for the programs we offer, and find information about each program in the online academic calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar). You can also request a print copy of the calendar at the information desk at any campus.

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.

Canadian citizens and permanent residents (landed immigrants) are eligible for admission as domestic students. Some exceptions may be made for people (or their dependents) who are:

- diplomatic or consular officers
- live-in caretakers with a valid work permit
- refugee claimants whose claims have been accepted and who have been granted protected persons or convention refugee status
- holders of work permits longer than one year who have also applied for permanent residency (determined on a case by case basis).

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

If you require high-school-level upgrading, you may apply to Upgrading and University Preparation if you are 17 years of age and have been out of school one year as of the first day of classes. Contact this department 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 post-secondary courses at the same time, apply for concurrent studies.



### English language entrance proficiency requirement

English is the language of instruction at UFV, and we recognize that applicants must 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 primary 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 Policy 340.29 at [www.ufv.ca/senate/policy\\_manual](http://www.ufv.ca/senate/policy_manual). **Note:** This policy is due to be reviewed in 2009/2010.

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 [www.ufv.ca/calendar](http://www.ufv.ca/calendar).

### When should I apply?

Check the *When to apply* section for your program in the online calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar) to determine whether your program has a continuous or specific intake application process, and the dates when applications are accepted for each program intake.

## 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 [www.ufv.ca/calendar](http://www.ufv.ca/calendar) to determine what is required for a complete application.
- Check the English language entrance proficiency policy and determine how you will meet it (see above).

### Gather all the necessary items

- Complete additional program applications, when required; you will find them on the A&R website at [www.ufv.ca/ar](http://www.ufv.ca/ar) under *Forms*.
- Order official transcripts from other post-secondary institutions you have attended and have them mailed directly to UFV.
- Obtain your high school transcript.
- Prepare references, personal statements, or essays if required.
- Obtain any official test scores taken outside UFV (e.g., TOEFL, LPI, etc.).

### Complete the application form

- 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 applicants).

### Submit the application

- Bring your application to the Admissions and Records office on any campus, transmit an internet application through [www.pas.bc.ca](http://www.pas.bc.ca), or mail it as early as possible within the application period.

## Basis for the admission decision

If you meet the entrance requirements, you will be admitted either on a competitive basis or according to the date of your completed application, depending on the program. Check the *Basis for the admission decision* section for your program in the online calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar). For programs that admit on a competitive basis, if you apply and meet all entrance requirements by the application deadline (January 31 for Fall 2010), you will be considered on the basis of criteria that are outlined in the program information in the UFV calendar under *Basis for admission decision*.

Early application is always recommended, so that you receive an earlier response. In some cases this will result in an earlier admission decision and will usually result in an earlier registration time.

## High school transcripts and grades

### Final high school transcripts

High school transcripts are recommended for all applicants and are required if you are under 19 or entering a program that requires grade 12 graduation.



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 a BC grade 12 student, 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: 250-356-2432 Fax: 250-356-0171

Visit [www.bced.gov.bc.ca/transcript/transcripts\\_ordering.htm](http://www.bced.gov.bc.ca/transcript/transcripts_ordering.htm) for information about ordering transcripts.

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

If you are currently in grade 12, and are applying for Fall semester for programs that have specific high school entrance requirements, you must submit final and/or interim grades for any grade 11 or 12 courses completed or in progress (a copy of your report card is acceptable) by March 31. If you are a BC grade 12 student, you will submit your grades online using the self-reported grade system. If you are attending an out-of-province school, you will be required to submit interim transcripts provided by your school.

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 are not required to write optional provincial examinations. Should you elect to write an optional grade 12 provincial exam, the higher of the school mark or the blended grade (school mark and provincial exam result combined) will be used for admission or course prerequisites.

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.

## 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 Territories	Secondary school (grade 12) graduation
Northwest Territories	Secondary school (grade 12) graduation
Nunavut	Secondary school (grade 12) graduation

## Equivalents to high school graduation from other countries

See [www.ufv.ca/ar/admissions/apply.htm#intlequiv](http://www.ufv.ca/ar/admissions/apply.htm#intlequiv) for a list of qualifications that are considered equivalent to high school graduation for admission to UFV.

## Alternatives to grade 12 graduation

Completion of the International Baccalaureate diploma program, the BC adult provincial diploma (Adult Basic Education completion), or the General Education diploma (GED), will be considered equivalent to BC secondary school graduation for admission purposes. However, if you are applying for any program that requires specific secondary school-level courses for entrance, e.g., Math 11 or equivalent, 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.

## Post-secondary transcripts

### Official transcripts

A 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. 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. Applications for admission can be obtained from any UFV Admissions and Records office or via our website at [www.ufv.ca/ar](http://www.ufv.ca/ar).

## How to change to a different program

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 also submit another application form and pay a \$20 re-application fee.

## Acceptance to UFV

### 1. We send you an acknowledgment letter.

We will send you a letter indicating we have received your application within three to four weeks of your submission. Your permanent UFV student ID number and information about your UFV email address will be included. You will need your ID to access your record and UFV email through *myUFV* at <http://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 check your application to determine whether you have provided everything listed for your program in the *How to Apply* section of the UFV calendar. We will contact you to let you know if you are missing documents or information or if 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 by the program department or by Admissions, depending on the program. Some programs may require you to attend an interview or orientation. If so, you will be notified.

If qualified, you will be considered for admission. 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 send you a letter to tell you whether or not you have been accepted into your chosen program. We usually offer admission to an alternate program if you are not admitted to your program of choice. Preliminary 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 <http://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 semester).

## 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 semester Registration Guide provides deadlines and procedures to assist you with the registration process. The timetable provides details of the courses offered. It is available on the Admissions and Records website at [www.ufv.ca/ar](http://www.ufv.ca/ar) in May for the Fall semester, in November for the Winter semester, and in March for the Summer semester.

If you are new to UFV, we will mail you a Registration Guide and instructions on how to register. Continuing students can pick up a print copy at any Admissions and Records office.

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

### Step 1: Plan your courses using the UFV calendar.

Locate your program in the online calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar) using the *Program Index* and find the courses you need to complete your program. You can get more detailed information about each of your courses by using the *Courses* drop-down menu to find out about course content and prerequisites.

Need help? Go to *Step 2*.



## Step 2: Seek advising.

Assistance with course selection and program planning is available.

If you have been admitted to a program path or General Studies, if you are upgrading your high school courses, if you want to transfer to another university, or if you are considering becoming a teacher, lawyer, physician, etc., make an appointment to see an educational advisor to clarify your options. Educational advisors can assist you with developing program plans, choosing the right courses, and with application, registration, and basic first-year survival skills. Contact Student Services to arrange an advising appointment (see inside front cover for contact information). [www.ufv.ca/advising](http://www.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 that you will meet prerequisites for all courses. Use the *Courses* drop down menu in the online calendar to locate 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 [www.ufv.ca/assessment/placement](http://www.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 [www.ufv.ca/fineaid](http://www.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 [www.ufv.ca/ar](http://www.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 courseload. 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, you can expect to spend about 30 hours per week on homework and studying in addition to the 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.

## Step 6: Sign up for a *Becoming a Student* workshop.

If you are a new student, this workshop is for you! Educational advisors in Student Services help you with:

- Criteria for choosing courses
- Registration information
- Help with your personal timetable
- Web registration

Register for this workshop by calling Student Services in Abbotsford at 604-853-4528, or in Chilliwack at 604-795-2808, or by calling toll-free 1-888-504-7441 and asking for either the Abbotsford or Chilliwack campus Student Services office.



## How to register

### 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 <http://my.ufv.ca> approximately mid-May for the Fall semester, and the first week of November for the Winter semester.

### 2. Register for your courses once your registration time has arrived.

Registration is through *myUFV* at <http://my.ufv.ca>. Telephone or in-person assistance is available during office hours. Refer to the Registration Guide & Timetable, or the semester *Quick Links* at [www.ufv.ca/ar](http://www.ufv.ca/ar), for all the details on how to register, important dates, and more.

## Fees

### The cost...

For most credit courses, the tuition is \$121.35 per credit, plus \$12.14 per credit for ancillary fees. The cost for one three-credit course is \$400.47.

In addition, each semester, you will pay the following (subject to change in March 2010):

- 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 2009/10) 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 [www.ihaveaplan.ca](http://www.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 [www.ufv.ca/ar/registration/feandpay](http://www.ufv.ca/ar/registration/feandpay).

### 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 [www.ufv.ca/fineaid](http://www.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. If you are enrolled in a vocational certificate program, please submit a *Request for transfer credit* (available at [www.ufv.ca/ar](http://www.ufv.ca/ar) or from the 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.**
- **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. To save time, we suggest you provide course outlines for courses taken outside BC when you submit your official transcript.

For information about transfer credit from other BC institutions, consult the BC Transfer Guide at [www.bctransferguide.ca](http://www.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 transfer credit granted towards a particular program. How much of your transfer credit can be applied to your program will depend upon the type of courses you transferred, and the amount of transfer credit that is permitted in your program. You should 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.

## Preparing for programs at other institutions

If you plan to begin your studies 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 [www.bctransferguide.ca](http://www.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 604-557-4006, email [assessinfo@ufv.ca](mailto:assessinfo@ufv.ca) or check [www.ufv.ca/assessment](http://www.ufv.ca/assessment).

## Visiting students

### Visiting at UFV

Visiting students are students from another institution who register at UFV and who plan 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. 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 want to take a course at another post-secondary institution and apply that course to your program at UFV, you are strongly advised to complete a *Request for letter of permission* form. On the form, you will 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. You will need to show the letter to the institution you plan to attend. Please allow a few weeks to process your request. 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 program (AP)** — See *International Baccalaureate*.

**Advanced standing** — When you demonstrate enough understanding of a subject, you 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.

**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 our database so appropriate transfer credit can be awarded to incoming 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 course registration (with regular tuition fees) with a formal understanding that you attend classes, do not write exams, and do 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 requires the equivalent of four 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** — A certificate for students who have already graduated from a program and want to complete another specific option (e.g., a new major or minor) in a different area.

**Challenge** — A method of obtaining credit for a course through examination. If you can demonstrate mastery of course objectives, you may be granted credit without taking the course. (Registration and payment is still required,

however.) Challenging courses requires instructor and 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 that relates to your program of study. Co-op is currently an option for students in Business Administration, Computer Information Systems, Arts, and Sciences, as well as for students with disabilities from any diploma or degree program.

**Corequisite** — This is a course that 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., Anthropology 101, Agriculture 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 that 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 your student record. GPAs can be used to determine entrance requirements and eligibility to continue





in a program. See the UFV calendar to find out how the UFV GPA is calculated.

**Graduate/post-graduate study** — Higher degrees you can earn at universities after completing a bachelor's degree. Some examples of graduate degrees 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, who may be given post-secondary credit. You must provide an official transcript. Information on transfer credit is listed in the BC Transfer Guide.

**Laddering** — Building on previously earned credentials. For example, courses taken as part of a certificate can be used towards a diploma. 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 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.

**Prerequisite** — A course that 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) prior to acceptance, 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.

**Program path** — A course of study that allows you to begin studying in your preferred area if you do not meet entrance requirements for a UFV program. Paths exist for Adult Education, Arts, Business, Child and Youth Care, Computer Information Systems, Criminal Justice, Kinesiology, Library and Information Technology, Nursing, Science, and Social Services.

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

**Specific-intake application** — Applications are accepted within specified dates for a specific semester.

**Timetable** — A booklet itemizing semester courses, 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. See page 8 for more details.

**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.

## 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 [www.ufv.ca/ar](http://www.ufv.ca/ar), call 604-854-4501 (Abbotsford), 604-795-2802 (Chilliwack), 604-820-6000 (Mission), 1-888-823-8734 (toll-free), or email [reginfo@ufv.ca](mailto: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 604-854-4528 in Abbotsford, or 604-795-2808 in Chilliwack.
- Check out the self-advising guide called “**Planning for Educational Success**” at [www.ufv.ca/pes](http://www.ufv.ca/pes).

#### 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. [www.ufv.ca/library](http://www.ufv.ca/library)
- Want to incorporate technology into your assignments and presentations? **Instructional Media Services (IMS)**, on the Chilliwack and Abbotsford campuses, can help. IMS 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. Students may book interview projects. The Chilliwack lab offers a scaled-down version of these services. [www.ufv.ca/ims](http://www.ufv.ca/ims)

- 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 room A205; in Mission, go to room D236a. [www.ufv.ca/writing\\_centre](http://www.ufv.ca/writing_centre)
- The staff at the **Math Centres** in Abbotsford (room G161) and in Chilliwack (room A205) can help with math questions and homework! [www.ufv.ca/math/the\\_UFV\\_math\\_centres](http://www.ufv.ca/math/the_UFV_math_centres)
- Need help with your **reading and study skills**? Courses are offered to students which cover the basic skills needed to succeed at UFV. Contact Student Services in Abbotsford at 604-854-4528, or in Chilliwack at 604-795-2808, for more information.
- Visit [www.ufv.ca/its/accounts/students](http://www.ufv.ca/its/accounts/students) 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 [www.ufv.ca/Advising/Useful\\_Links](http://www.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. [www.ufv.ca/jobs](http://www.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.

[www.ufv.ca/jobs](http://www.ufv.ca/jobs)

## Getting settled personally and financially?

- There are many ways to finance your education. **Financial Aid and Awards** can explain them to you. Call 604-864-4601 or 604-702-2618. [www.ufv.ca/fineaid](http://www.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 **Disability Services** at 604-557-4043 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. [www.ufv.ca/disabilityservices](http://www.ufv.ca/disabilityservices)
- Staff in UFV's **Aboriginal Resource Centre** are available to help students of aboriginal ancestry, status, non-status, 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 604-504-7441, local 4255 in Abbotsford. [www.ufv.ca/arc](http://www.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. [www.ufv.ca/studentaffairs](http://www.ufv.ca/studentaffairs)
- The **Human Rights and Conflict Resolution office** provides students, faculty, and staff with confidential assessment, advice, and assistance in the resolution of concerns that might fall within the scope of UFV's Harassment Prevention policy. The office can also provide assistance in resolving interpersonal conflict and training in effective communication and conflict resolution skills. Contact the coordinator for a confidential appointment at 604-864-4660 in Abbotsford, or 604-792-0025, local 4660 in Chilliwack. [www.ufv.ca/hrcro](http://www.ufv.ca/hrcro)
- The **UFV International Education department** offers support to international students. Visit the office on the Abbotsford campus, call 604-854-4544 in Abbotsford, or 604-792-0025, local 4544 in Chilliwack, or visit their website at [www.ufv.ca/international](http://www.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

4400 (Abbotsford), 2525 (Chilliwack), 6001 (Mission), or 604-845-0739 (TTC).

- Have concerns about walking to your car at night, or with any security issue? A **security officer** is on duty in Chilliwack and Abbotsford 6:30 am–10:30 pm. Call 604-991-0225 in Chilliwack, or 604-768-0279 in Abbotsford, Monday through Thursday.
- Log in to *myUFV* to access your **student e-mail account**, and to check for general or course-related messages.

## Connecting with people?

- Want to get involved in campus activities, or fill in some spare time while on campus? **Student Life** at UFV provides a recreation and wellness program for students of all ages and interests which include sports activities, an outdoor club, and other social events. [www.ufv.ca/studentlife](http://www.ufv.ca/studentlife)
- Want to get involved in inter-university sports? Contact the **athletics director** at 604-854-4583. [www.ufv.ca/athletics](http://www.ufv.ca/athletics)
- Want to get involved in student politics? Contact the **Student Union Society** at 604-795-2825 in Chilliwack, or 604-864-4613 in Abbotsford. [www.ufvsus.ca](http://www.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.

## Finding convenient housing?

- Experience the convenience and community of residence living at our 204-bed **residence**, Baker House, on the Abbotsford campus. Visit [www.ufv.ca/residence](http://www.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 [www.ufv.och101.com](http://www.ufv.och101.com).



# UFV Information

## ADMISSIONS & RECORDS (A&R)

1-888-823-8734

[www.ufv.ca/ar](http://www.ufv.ca/ar)

[reginfo@ufv.ca](mailto: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

## STUDENT SERVICES

& Educational Advising

[www.ufv.ca/studentsservices](http://www.ufv.ca/studentsservices)

[www.ufv.ca/advising](http://www.ufv.ca/advising)

[advising@ufv.ca](mailto:advising@ufv.ca)

Abbotsford

604-854-4528

Chilliwack

604-795-2808

## Abbotsford campus

33844 King Road

Abbotsford, BC

V2S 7M8

tollfree: 1-888-504-7441

tel: 604-504-7441

fax: 604-855-7614

## Chilliwack campus

45635 Yale Road

Chilliwack, BC

V2P 6T4

tel: 604-792-0025

fax: 604-792-2388

## Mission campus

at Heritage Park

33700 Prentis Avenue

Mission, BC

V2V 7B1

tel: 604-557-7603

fax: 604-826-0681

## Trades & Tech Centre

at the Canada Education Park

5579 Tyson Rd.

Chilliwack, BC

V2R 0H9

tel: 1-888-504-7441,

local 5448

## Hope centre

1250 7<sup>th</sup> Ave

Hope, BC

V0X 1L4

tel: 604-869-9991

fax: 604-869-7431

For printable campus  
maps please visit:

[www.ufv.ca/Contact\\_Us](http://www.ufv.ca/Contact_Us)

## Look inside for information about:

Admissions • Application • Registration • Fees

Placement tests • Campus life • Student resources

Academic terms • Transfer

For more information, visit us online at:

[www.ufv.ca](http://www.ufv.ca)

