Notiﬁcation of Admission

The Admissions Oﬃce, in consultation with the Gerontology Department Chair, assesses each candidate on the basis of experience and academic background. Candidates are notiﬁed of their admission status upon completion of this review. Successful candidates are referred to the Department Chair for academic counseling upon notiﬁcation of their acceptance.

Certificate in Criminology and Criminal Justice

Candidates must have at least one year of work experience in the ﬁeld of criminal justice and either have successfully completed a university preparatory high school program or satisfy the University's Adult Learner applicant requirements.

Certiﬁcate in Criminology and Criminal Justice Application Procedures

Applications for admission are submitted to the Admissions Oﬃce and consist of:

1. a completed application form;
2. a non-refundable $55.00 ($40.00 for New Brunswick residents) application fee;
3. an oﬃcial transcript of high school or university marks, if applicable;
4. résumé of the candidate's experience in the program ﬁeld;
5. a letter of reference from a supervisor conﬁrming the nature and length of the candidate's work experience in the program ﬁeld.

> *Note: Candidates who are applying for admission to a certiﬁcate program under the University's Adult Learner policy should also submit a letter of application describing educational background, work experience, and academic plans. For details on the Adult Learner admissions policy, consult Subsection A. under Admissions.*

Application Deadlines

Certiﬁcate applicants are encouraged to submit their applications and supporting documents by March 31, but applications will be considered until August 31.

Notiﬁcation of Admission

The Admissions Oﬃce, in consultation with the Director of the certiﬁcate program, assesses each candidate on the basis of experience and academic background. Candidates are notiﬁed of their admission status upon completion of this review, normally within 30 days of receiving a completed application. Successful candidates are referred to Program Directors for academic counselling upon notiﬁcation of their acceptance.

Registration for the academic year (September to April) takes place in the spring for continuing and returning students, and from April to August for new first-year students. Confirmation of this registration must be accomplished by arranging payment of tuition fees by the appropriate deadline.

Registration Procedures for Continuing and Returning Students

Before registering, you are encouraged to seek academic advice and program information from appropriate departments or academic advising.

1. Once you have selected your courses, register online using the web-based student access system (WebAdvisor) at www.stu.ca.

2. Confirm your registration by arranging payment of tuition fees by the published September deadline. Without this confirmation, your registration in courses will be cancelled. For information on academic fees and regulations for payment, see *Section Three: University Fees.*

Registration Procedures for New First-Year Students

1. New first-year students beginning study in September will receive a guide to course selection and registration in April. This guide will explain academic requirements and options, and outline the services available to you. It will also contain information on how to register using our online course registration system, WebAdvisor.

2. You will be encouraged to complete your course selections online as soon as you receive your registration email. For questions regarding course selection, students may contact admissions@stu.ca. You will be able to access your course schedule online as well.

3. Confirm your registration by arranging payment of tuition fees by the published September deadline. Without this confirmation, your registration in courses will be cancelled. For information on academic fees and regulations for payment, see Section Three: University Fees.

4. During the first week of classes in September, new students will be issued a photo identification card.

Course Load

1. The normal course load for full-time students in the Bachelor of Arts is 30 credit hours. The minimum course load for a full-time student is nine credit hours per semester. Students wishing to take more than 30 credit hours in any year beyond their first year, and having an annual GPA above 2.7 may, on application to the Registrar's Office, be permitted to take up to 18 credit hours per semester. Students having an annual GPA below 2.7 may apply in writing to the registrar to take more than 30 credit hours; these applications will be referred to the Senate Committee on Admissions and Academic Standing for consideration. Thirty-six (36) credit hours constitute the maximum allowed in the regular academic year. Eighteen (18) credit hours per semester constitute the maximum in a semester.

2. The normal course load in the Bachelor of Education and the post-degree Bachelor of Social Work programs is 60 credit hours.

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

Course Numbers

The course subject, number, and abbreviated title, with the final grade and credit hours, are recorded on the academic record. The four digits of the course number provide some information concerning the course:

1. *First Digit*

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

    0000 - non-credit, continuing education
    1000 - introductory
    2000 - intermediate
    3000 - advanced
    4000 - seminars, Honours, independent study
    5000 - second undergraduate, professional

2. *Second/Third Digit*

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

3. *Fourth Digit*

    The fourth digit designates the credit value of the course:
    Eg. 6 = 6 credit hours, normally offered over two semesters of an academic year;
    3 = 3 credit hours, normally offered within one semester of an academic year. In the case of courses with 12 credit hours, the final two digits designate the credit value.

Course Sections

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

Withdrawal from Course (academic year)

To withdraw from a course, a student must notify the Registrar's Office online through WebAdvisor. A student may withdraw from a course at any time up to the last day for withdrawal designated in the academic calendar. In order to withdraw from a first or second semester course without academic penalty, such withdrawal must be completed within eight weeks after the first day of lectures in each semester. In order to withdraw from a full-year course without academic penalty, such withdrawal must be completed within two weeks of the beginning of second-semester courses.The academic penalty for withdrawal after these dates, except for substantial medical or compassionate reasons, will be to have WF (valued at 0 grade points) recorded on the student's transcript of marks.

Repeating Courses

Repeating courses is permitted; however, where the first course has a passing grade, no further credit toward the student's program is granted upon successful completion of the repeated course. The new grade does not replace the old grade on the student's transcript of marks.

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

Policy on UNB Courses

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

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

1.