

TRU OPEN LEARNING/TRU-OL

Programs and Courses Overview

Thompson Rivers University (TRU) offers students independent-study programs and courses by distance through the Open Learning Division (TRU-OL) to earn recognized credits and credentials.

Credentials awarded include: adult secondary school completion; certificates and diplomas (including advanced and post-baccalaureate); associate degrees; bachelor's degrees; and graduate certificates. Cooperative arrangements with other educational institutions, community organizations, industry, business and professional associations provide students with choices in earning recognized credentials.

Students completing certificate, diploma or degree programs by distance through TRU-OL are awarded Thompson Rivers University credentials.

TRU-OL delivers over 200 distance courses of its own. Consortium institutions Simon Fraser University (SFU) and the University of Victoria (UVic) deliver over 200 courses on behalf of TRU-OL.

Course Registration and Scheduling Choices

Self-Paced Courses

Most distance courses delivered by TRU-OL are offered on a continuous basis, so that students may register throughout the year.

Courses with continuous registration delivered by TRU-OL are designed for students to complete within a specified time at a place and pace that suit their needs.

Paced Courses

Some TRU-OL courses are offered as paced, meaning a group of students work through the course together. Paced courses have specific start and end dates, therefore all enrolled students must begin the course, submit assignments and complete final exams on/by a pre-determined date. Labs, clinicals and specific classroom offerings also have fixed start and end dates.

Extensions to paced courses are limited and granted only in exceptional circumstances. Labs are not eligible for extensions.

Note: Courses delivered by consortium partners through TRU-OL are paced courses.

Independent Study with Tutor Support

TRU-OL distance courses are offered as independent-study courses. Students complete courses by studying on their own and receive instructional support from highly qualified tutors.

Students can communicate with their tutor by email, phone or regular mail for print courses and also by electronic conference for most web courses.

Varied Course Delivery Formats

Courses delivered by TRU-OL are offered in the following formats:

- **Print-based**—Course is print-based. Some print-based courses may have optional web content and/or web interaction. Internet access is not required to complete the course.
- **Web-based**—Course is web-based. Most web-based courses have some printed materials such as texts. All web-based courses have mandatory web content and most have web student-to-student interaction. Internet access with email is required to complete the course.
- **In Person**—Course is delivered in a classroom setting or as a lab, clinical, workshop or fieldwork.

Not all delivery formats are offered for each course. Course materials may include CDs and/or DVDs.

Distance Programs and Courses Offered by TRU Distance Education

www.tru.ca/new_students/distance.html

TRU offers several complete career programs and distance courses in science, business, nursing and tourism, through Distance Education. This calendar provides some information about these additional distance programs and courses. Complete program details, with admission requirements and course descriptions, are provided on the above website.

See pages 88–90 for more information.

SERVICES FOR STUDENTS

Educational Advising and Planning

General educational advising services are available for prospective students considering registering for TRU-OL courses or applying for programs with TRU-OL.

Program advising is provided when students are admitted to programs offered by TRU-OL.

General Educational Advising Services

Student Services advisors can answer questions concerning prerequisites and entrance requirements to specific programs, transfer credit, assessment of informal credit, preliminary program planning, course sequencing and course selection. Information is provided for students who need help with study skills or other education-related concerns. Refer to the TRU-OL website or contact Student Services.

Students considering completing a program through TRU-OL, should identify their program of interest when contacting Student Services in order to:

- Review and confirm educational goals.
- Clarify the process for receiving credit for previous formal and non-formal learning.
- Confirm how to apply for program admission.

Program Advising

After a student has received confirmation of program admission (including evaluation details), a program advisor will be available to assist with required course selection and will provide additional assistance through to program graduation.

In some cases, students may use certificate, diploma, or associate degree studies toward a university degree. Prior learning assessment and recognition (PLAR), including course challenge and portfolio assessment credit, is also an option. Refer to PLAR information on page 6. Program advisors can help you explore these options.

TRU-OL does not offer all courses which are required for program completion. In some cases, students can take courses at other post-secondary institutions with a Letter of Permission to complete program requirements. Refer to program plans information on page 5.

English and Mathematics Assessments

For students wanting to upgrade their English or mathematics skills, voluntary assessments are available to help determine skill levels.

- The English Language and Writing Assessment can help students choose a TRU-OL English course at the level best-suited to their needs. Students who have been away from formal studies for some time are encouraged to make use of an English assessment. This assessment is available only to students residing in Canada. An English assessment with First Nations content is available for First Nations students.
- The Mathematics Self-Assessment helps students select a TRU-OL mathematics course at the appropriate level.

Assessment forms are available on the TRU-OL website and from Student Services.

Financial Aid and Awards

The Financial Aid and Awards service at TRU helps students access institutional and government financial assistance for part-time and full-time students. Refer to pages 16-17 and plan ahead to ensure optimal timing for your educational plans.

First Nations Learning Centres

TRU-OL is assisting community-based First Nations Learning Centres across the province. At these centres, First Nations students study Adult Basic Education (ABE) upgrading courses and programs, business and other college-level courses and some university-level courses.

About Distance Education

Information is provided on the TRU-OL website at www.tru.ca/distance/services/resources/distance.html to help students start and continue successfully as distance learners. A self-test is included that prospective students can take to assist in determining if distance learning fits their lifestyle.

TRU-OL Services Provided in English

The language of business at TRU-OL is English and therefore services are provided in English. Most courses and programs offered through TRU-OL have Canadian content, with course instruction provided in English. Refer to page 7 regarding Proficiency in English requirements.

SERVICES FOR STUDENTS

Disability Services

Disability Services is committed to providing services and reasonable accommodations for students with disabilities, enabling them to integrate into the university environment and achieve their potential for success as self-directed, independent learners. Services and accommodations are tailored to students' individual needs based on their documentation and the functional impact of their disability. Services may include but are not limited to the following:

- Alternate-format texts
- Accommodated examinations
- Referrals for technical aids, adaptive technology and equipment
- Applications for funding

Students requiring services and/or accommodations are required to provide Disability Services with current documentation (within the last five years) of their medical condition and/or disability.

Acceptable documentation must be obtained from a certified health care professional who has specific training, the appropriate professional designation and expertise in the diagnosis of conditions for which the accommodation(s) is being requested. The documentation must address the "functional impact" of the disability. Students with disabilities are required to contact the Disability Services Department at least 12 weeks before their intended course start date to determine eligibility and arrange both services and accommodations, which might require considerable lead time.

- Disability Services Department
www.tru.ca/distance/services/resources/disabilities_dso@tru.ca
1.888.828.6644 (toll-free in Canada)
250.828.5023 (Kamloops and International)

TRU Library Services

Located at the Kamloops and Williams Lake campuses, the TRU Library supports all current TRU students, staff and faculty. Students taking TRU-OL courses are served through the university's Distance, Regional and Open Learning Library Services departments.

The main library collection is housed at the Kamloops campus; a smaller collection exists in Williams Lake. TRU's Library collection is an important educational resource which offers over: 250,000 books; 30,000 e-books; 11,000 videos; 24,000 periodicals; 85 article databases; and an extensive collection of government documents, pamphlets, microforms and audiovisual materials.

Resources and services are accessible through the Web as well as by email, phone, fax, land mail or in person. Library services for students include:

- Access to the Library website including the online guides: *Research at a Distance* and *How Do I . . . ?* The website also offers research tips, citation style guides as well as subject-specific research guides for recommended article databases, reference books and websites.
- Research and reference assistance, as well as help learning to utilize library tools (such as the article databases) more effectively.
- Access to the provincial *AskAway* online chat reference service (hours of services listed at www.tru.ca/library/askaway.html).
- Access to the TRU Library catalogue to locate books, e-books, e-journals, government documents, pamphlets and videos.
- Loan of all circulating items (e.g., books and videos) in the TRU Library collection.*
- Access to the TRU Library's e-books and online article databases to find journal, magazine or newspaper articles. A TRU Library account (based on the student number and six-digit birth date: YYMMDD) is required to access online resources.
- Photocopies of articles from journals, magazines or newspapers in the TRU Library collection.
- Delivery of library materials (e.g., articles, books and videos) to the student's home or workplace.*
- Interlibrary loans of journal/magazine articles, books and videos not in the Library's collection.*
- Toll-free phone access to the library for students residing in Canada.
- TRU Distance, Regional, and Open Learning Library Services
www.tru.ca/library/distance.html
distancelib@tru.ca
1.800.663.1699 (toll-free in Canada)
250.852.6402 (Kamloops and International)

NOTE:

- * The TRU Library cannot send books/videos to students residing outside Canada or the US.
- * The TRU Library does not provide required textbooks.
- * Students are responsible for charges on overdue, damaged or lost library materials. Official transcripts are withheld until charges are cleared.
- * Students registered in TRU-OL courses delivered by SFU or UVic receive library services from the institution delivering the course.

For more information about visit www.tru.ca/library/distance.html.

ADMISSION

Open Admission

All persons are eligible for general admission to Open Learning and can apply for course registration as well as admission into credential programs. Differential fees and services may apply to applicants who are classified as international students as well as non-permanent residents of British Columbia.

Applicants do not require a specific grade point average (GPA) and are not required to submit transcripts from secondary school to be admitted to TRU-OL and to register in courses.

Permanent Residents of British Columbia

A permanent resident of British Columbia is defined as a person who resides in British Columbia and possesses Canadian citizenship or permanent resident (landed immigrant) status.

International Students

An international student is defined as a person (a) who does not possess Canadian citizenship or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

Normally, TRU-OL coursework cannot be used to establish or extend a student authorization (visa).

Requirements

- Applicants to specific programs are required to fulfill program admission requirements.
- Upon reading suggested course requisites, applicants registering in courses must determine if their level of education or experience is suitable to meet course prerequisites. Once registered, students are affirming they either meet course prerequisites or are taking responsibility for their enrolment in courses, as applicable. In doing so, students are acknowledging personal responsibility for their educational proficiency and performance in the courses they have enrolled in.
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. While most courses and programs offered through TRU-OL do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (refer to page 7).

Admission to a Program

Students who wish to complete a credential through TRU-OL must fill-in and submit the TRU-OL Program Admission/Transfer Credit form, provided at the end of this calendar and on the TRU-OL website. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pas.bc.ca. Applicants should familiarize themselves with TRU-OL program choices as well as particular TRU-OL-specific regulations, fees and procedures, which differ from TRU campus-delivered program admission processes. Contact Student Services if you have any questions. If you are interested in completing a TRU campus-based program please refer to www.tru.ca.

Students who gained credit for individual courses at TRU-OL (e.g. students who were not enrolled in a program) and now want to complete a program must apply for program admission as above. Students are not required to be enrolled in a particular program category to take courses with TRU-OL. These non-credential track students are categorized as being in an 'undeclared' program at TRU-OL. Refer to page 11 for course registration information.

Program status is considered active if a student engages in either program-based courses, PLAR or transfer of credits within a two year time span. Inactive students must re-apply for program admission.

Student Responsibility

TRU-OL will assist students with any questions or problems that may arise concerning the interpretation of academic regulations. However, students are responsible for ensuring that their academic choices at TRU meet the regulations of their specific program and institution in all respects. Therefore, students are responsible for their academic and financial choices, including registering in appropriate courses, completing courses and/or programs, or withdrawing from courses and/or programs as per personal choice.

ADMISSION

Transferring Credit to a TRU-OL Program from Other Institutions

As part of the admission process, students will need to arrange for official transcripts from all post-secondary institutions to be sent by that institution, directly to TRU-OL Admissions. Documents from international institutions may require assessment by an accredited international credential evaluation service. Students may also need to provide additional supporting documentation with the application, particularly if courses were granted more than seven years ago or completed outside BC. Once you are fully admitted to a program, if you wish to take courses elsewhere to meet some of your TRU-OL program requirements, you will need to discuss choices with your program advisor and request a Letter of Permission.

TRU-OL commences formal education assessment upon receipt of all of the following: (1) completed Program Admission/Transfer Credit form; (2) full payment of the program plan fee and assessment of transfer credit fee; (3) official transcripts of all post-secondary studies and; (4) any additional program admission requirements, such as criminal records search documents. Results of the assessment and a program plan are sent to applicants.

Program Plans

A program plan is a personalized record of a student's progress toward a credential (certificate, diploma, degree). Upon application to a program, a program plan is prepared by a TRU-OL program advisor when the applicant's official transcripts and applicable fees have been received and transfer credits have been assessed (minimum of four weeks is required for processing). Students pay a fee for each program plan prepared (page 13).

A personalized program plan shows the following: (1) requirements for the program; (2) student's transfer credit; and (3) remaining credits required for program completion.

Remaining credits may be earned through coursework or prior learning assessment and recognition (PLAR) (by course challenge or portfolio assisted assessment) or a combination of both.

In order to ensure that a course satisfies program requirements, students should consult their program plan or their program advisor, when appropriate, prior to registering in a course. Students registering in courses without prior approval bear the responsibility for taking courses that may not be applicable to program requirements. Students self-registering in external courses are also responsible for transfer credit fees.

Students admitted to a program offered through TRU-OL who want to request permission to take a course from an institution other than TRU-OL must first apply for a Letter of Permission, using the Letter of Permission Request form (available on the TRU-OL website and from Student Services). One Letter of Permission per semester, per institution is required for such courses.

A student's record and program plan are updated when TRU-OL receives official transcripts detailing course completion from the external institution. Students are responsible for ordering these transcripts, directed to TRU-OL Admissions. Students wanting to change to a different program must consult with their program advisor. Intention to change programs must be confirmed in writing (email is acceptable). Upon written confirmation, a program plan for the new program is prepared. Transfer credit and program planning fees may apply (page 13).

Program Completion

All program students must fulfill all requirements, including residency, in order to graduate from programs offered through TRU-OL. Residency requirements are the minimum number of TRU courses or credits that must be completed, as specified in program descriptions. Program advisors are available to assist you with program completion details. Once all requirements have been met, students are required to apply to graduate. Refer to policy section on page 30 for more information regarding graduation application processes.

Note: TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable in meeting the residency requirements for programs offered through TRU-OL.

ADMISSION

Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment varies by program. PLAR policy and related procedures are currently under review and subject to alteration or amendment without prior notice. Refer to the TRU-OL website or contact Student Services for updates.

Students who have applied for or been admitted to a program offered through TRU-OL may be eligible for credit based on an assessment of their non-formal or prior learning. Prior learning assessment and recognition (PLAR) credit may be used to complete their credential. Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study and work experience. (Students who have completed formal courses and programs must apply for transfer credit assessment before having their non-formal learning assessed.) Normally, TRU-OL assesses prior learning by challenge examination or a process that includes a portfolio. Refer to PLAR policies on pages 20-21.

Challenge Examination

Students in programs offered through TRU-OL may write one or more challenge examinations to demonstrate knowledge of the content of a particular TRU-OL course or of a first language (page 196). The amount of credit awarded is the same as completing the course as a registered student and PLAR grading applies (PLAR policy 3.8). Program students are required to complete and submit the Course Registration form and pay the tuition, course administration and technology fees to be considered for a course challenge examination. Contact Student Services for more information.

Portfolio-Assisted Assessment

Students may be eligible to demonstrate that their prior learning has provided them with a series of “competencies” (such as communication abilities or problem-solving abilities), which are critical for success in completion of program requirements.

Students are required to prepare and submit a learning portfolio with written documents and other materials and may be required to have an oral interview. The non-refundable PLAR fee is required in advance.

Note

- Normally, PLAR credit awarded by TRU-OL toward a TRU credential cannot be transferred to other post-secondary institutions.
- PLAR credit may not be accepted for admission to post-degree programs.
- Students are advised to confirm the transferability and acceptance of PLAR credit to another institution prior to applying for PLAR. Transfer credit and program planning fees may apply.
- TRU-OL accepts credits earned through PLAR from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards. Such credit is applied in the context of requirements of programs offered through TRU-OL.

REGISTRATION

Courses Delivery

TRU-OL

Most distance courses delivered by TRU-OL are offered on a continuous basis, so students may register throughout the year. Labs, clinicals, selected classroom offerings and some web-based, paced courses have fixed start and end dates. Refer to the TRU-OL website or contact Student Services for information about course availability.

TRU-OL courses that have rental materials (equipment and audiovisual components) are not always available to students residing outside Canada. Refer to detailed course information on the TRU-OL website or contact Student Services.

SFU

Courses are offered in September, January and May. Not all courses are offered every semester. Course registration deadlines apply. Deadlines are specified on the TRU-OL website "Register Now" system and are available from TRU-OL Student Services. Space is limited and early registration is advised.

UVIC

Course start dates are specific to the program area offering the course. Course start dates are given in the course descriptions. If none is listed, contact the UVic program area (page 198). Course registration deadlines apply. Deadlines are specified on the TRU-OL website "Register Now" system and are available from TRU-OL Student Services. Space is limited and early registration is advised.

Course Prerequisites

TRU-OL

Course prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. It is assumed that students have Grade 12 English or equivalent, for post-secondary courses requiring no formal prerequisites.

University Consortium Arrangement

The University Consortium arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the institution delivering the course. Registration in TRU-OL courses delivered by SFU or UVic does not mean a student is admitted to the institution delivering the course.

TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL.

SFU

Prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. Detailed course descriptions are provided on the SFU website at www.sfu.ca/cde. Students are not required to submit transcripts to register in a course with prerequisites but may be required to provide proof at a later date.

UVIC

Prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. Students are not required to submit transcripts to register in a course with prerequisites.

Proficiency in English Requirements

TRU-OL

Students are required to have proficiency in English suitable for the course level.

- Post-secondary courses require post-secondary English reading and writing skills.
- Students registering for courses that do not specify prerequisites beyond English 12, must have sufficient English proficiency.

English competency is considered adequate if one of the following requirements (provided as a guideline) are met:

- Canadian Academic English Language (CAEL) Assessment with a minimum overall score of 70 and no part below 60
- International English Language Testing System (IELTS) with a minimum score of 6.5
- Language Proficiency Index (LPI) (see LPI Chart on Page 8) Level 5 with a minimum score of 30/40 on the essay section

For Grade 12-level courses:

- TOEFL CBT with a minimum score of 230 (570 on the paper-based test) and a minimum essay (TWE) score of 4.5.

For university-level courses:

- Test of English as a Foreign Language (TOEFL) Computer Based Test (CBT) with a minimum score of 250 (600 on the paper-based test)

REGISTRATION

Students who have not obtained the required proficiency in English for the course level should discuss their plans with a Student Services advisor before registering.

Language Proficiency Index (LPI) Score and Required Level of Study

LPI score levels and the corresponding levels of post-secondary English recommended are listed below.

Level 6

Enrol in first-year university-level course, e.g., ENGL 100, 102, or 107 if suitable for student's goals.

Level 5

(with minimum score of 30/40 on essay section)

Enrol in first-year university-level course, e.g., ENGL 100, 102, or 107 if suitable for student's goals.

Level 4

Enrol in ENGL 106 or (ABE) ENGL 028 or ENGL 030.

Level 3 and Below

Remedial English is required—discuss level with a Student Services or program advisor.

Language Testing Resources

LPI, a provincially recognized assessment, is available for a fee from the University of British Columbia (UBC) Applied Research and Evaluation Services. Refer to www.lpi.ubc.ca/LPI/index.html or email: LpiOffice@ares.ubc.ca or phone: 604.822.4146. More information about English language testing is provided on the following website:

- www.ielts.org

SFU

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to TRU-OL requirements for more information regarding English proficiency requirement.

UVIC

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to TRU-OL requirements for more information regarding English proficiency requirement.

Course Packages

TRU-OL

TRU-OL course packages include all the required texts and course materials unless otherwise noted. Students also receive information about their course tutor. Tutors contact students registered in courses or students may choose to contact their tutor first. Students normally receive their course package by courier within two weeks of registering in TRU-OL courses with continuous registration. For courses with fixed start dates, students normally receive their packages by courier no later than two weeks before the course start date.

SFU

Students receive a letter from TRU-OL confirming course registration. SFU provides course packages, which include all required texts, course materials, information about tutor-marker support and instructions on how to proceed. Additional research materials are available through SFU's Library.

UVIC

Students receive a letter from TRU-OL confirming course registration. Registered students receive instructions by mail from UVic program areas about purchasing texts and course materials from the UVic Bookstore and accessing library resources.

REGISTRATION

Completion of Courses with Continuous Registration

TRU-OL

The following applies to courses with continuous registration (e.g. do not have fixed start dates and are called 'not paced') delivered by TRU-OL:

- Most three-credit distance courses are designed to be completed within a four-month period, based on 12 to 15 hours of study time per week. Students, however, may complete courses sooner.
- The maximum course completion time for these courses is 30 weeks from the date of registration (completion time for some ABE courses may be 36 weeks, as indicated on the TRU-OL website). The 30-week period includes course package processing and delivery, study time, assignment and marks delivery and final examination writing.
- It is recommended that students in courses delivered by TRU-OL complete assignments in sequential order and submit them on schedule to their tutor (at least several weeks before the final examination) to achieve the learning outcomes and to prepare for their final examination.
- Students normally have six examination sessions to choose from over the 30-week period from the date of registration. The schedule of eligible examination session dates, within the maximum course completion time, is listed on the TRU-OL website and is included in the student's confirmation of registration package.

Note

Full-time financial aid students should refer to their Study Contract for course completion deadlines.

SFU

Students are required to complete the course in 13 weeks from the course start date (normally the first Monday in September, January or May) and submit assignments according to established timelines. Course completion times are given in the course descriptions.

Those wanting to audit a TRU-OL course delivered by SFU should contact SFU directly. Students residing outside Canada who are interested in registering in TRU-OL courses delivered by SFU are considered on an individual basis. Contact SFU's Centre for Online and Distance Education for more details (page 197).

UVIC

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area (page 198).

Those wanting to audit a TRU-OL course delivered by UVic should contact UVic directly.

Some TRU-OL courses delivered by UVic are available to students residing outside Canada. Students should contact the UVic program area for more details.

Some TRU-OL courses delivered by UVic include face-to-face lab, classroom or field-trip components, which may require travel to UVic or a designated site. The UVic program area provides details.

Grading

TRU-OL, SFU and UVIC

Course assessment and marking information is included in the course package while final letter grading information can be found in the policy section on pages 27-28. TRU-OL does not record assignment grades for courses delivered by SFU or UVIC, only final grades.

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on pages 21-25.

SFU-designated W, Q, B Courses

Students planning to register in courses designated W (writing intensive), Q (quantitative) or B (breadth) should be aware that SFU has introduced new admission requirements that pertain to literacy, quantitative and breadth requirements to ensure students can successfully complete the W, Q and B courses in their program. Students should feel comfortable they can meet the requirements listed on the SFU website at <http://students.sfu.ca/admission/requirements/wq/wqrequirements.html>.

REGISTRATION

Examinations

TRU-OL

The final examination for a TRU-OL self-paced, independent-study course may be a supervised written examination or a project examination. Supervised written examinations are held in TRU-OL examination centres in BC, Canadian Invigilator Network centres in Canada or other supervised location arranged by the student and approved by TRU-OL. Normally, a project examination is completed at the student's residence. Examination information is provided in the course package and in the course descriptions on the TRU-OL website.

Instructions for applying to write examinations are in a student's confirmation of registration package and on the TRU-OL website. Refer to TRU-OL examination policies on pages 25-26.

SFU

Many courses have supervised mid-term examinations. All examinations must be written on specific dates, as scheduled by SFU. Refer to SFU examination policies on page 27.

UVIC

UVic arranges examinations. Refer to UVic examination policies on page 27.

TRU-OL Supervised Examinations

Examination Session	Application Deadline
September 6–9, 2008	August 6, 2008
October 4–7, 2008	September 4, 2008
November 1–4, 2008	October 1, 2008
December 6–9, 2008	November 6, 2008
January 10–13, 2009	December 10, 2008
February 7–10, 2009	January 7, 2009
March 7–10, 2009	February 7, 2009
April 4–7, 2009	March 4, 2009
May 9–12, 2009	April 9, 2009
June 13–16, 2009	May 13, 2009
July 11–14, 2009	June 8, 2009
August 8–11, 2009	July 8, 2009
September 12–15, 2009	August 12, 2009
October 3–6, 2009	September 3, 2009
November 7–10, 2009	October 7, 2009
December 12–15, 2009	November 12, 2009

Transcripts

TRU-OL

After completing a course, students automatically receive one unofficial transcript with their grade. TRU-OL students may order official transcripts via the web at myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

SFU and UVIC

After completing a course, students automatically receive one unofficial TRU-OL transcript with their grade. Students may order official transcripts via the web at myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

- Students may access their examinations where information can be blocked if necessary, or where access to the examination as a whole does not compromise the integrity of the examination system. TRU-OL reserves the right to deny access to examinations if access compromises the system.
- Students have the right to receive transcripts of their own academic record. However, TRU-OL does not release official transcripts if a student is in debt to TRU.

REGISTRATION

How to Register for a Course:

To register, applicants should:

1. Select course(s) and confirm course availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the TRU-OL website) are met and declare when registering that the necessary prerequisites have been met. Some courses have limited enrolment or particular pre- or co-requisites that will be considered by TRU-OL staff before finalizing the registration.
3. Before registering, review academic regulations, including course registration, cancellation and course withdrawal policies, in this calendar (pages 21-25) or on the TRU-OL website.
4. Confirm access to equipment required (such as to the Internet for a web-based course). Required equipment is specified in the course descriptions in this calendar and on the TRU-OL website.
5. Be aware of the application deadline and the course start date, especially if the course is paced or delivered by SFU or UVic.
6. Select one of the registration and payment methods listed.

Note

Applicants with a documented disability requesting services and/or accommodations are required to contact the Disability Services Department (refer to page 3) 12 weeks prior to their intended course start date.

Student Responsibility

TRU-OL will assist students with any questions or problems that may arise concerning the interpretation of academic regulations. However, students are responsible for ensuring that their academic programs meet the regulations of a particular institution in all respects. Therefore, students are responsible for their academic and financial choices, including registering in appropriate courses, completing courses and/or programs, or withdrawing from courses and/or programs, as per their choice.

Register Online www.tru.ca/distance

With American Express, MasterCard, VISA or approved student loan

Use the "Register Now" system on the TRU-OL website to register quickly and conveniently.

Register by Phone

1.866.581.3694 (toll-free in Canada)
250.852.7000 (Kamloops and International)

With American Express, MasterCard or VISA

Phone Student Services, with course details and credit card information, on weekdays from 8:30 a.m. to 4:30 p.m. Pacific Time (closed on statutory holidays).

Register by Fax 250.852.6405

With American Express, MasterCard or VISA

Register by Mail

TRU, Open Learning, Student Services
BC Centre for Open Learning, 4th floor
Box 3010, 900 McGill Road
Kamloops, BC V2C 5N3
Canada

With American Express, MasterCard, VISA, cheque or money order

Mail the completed Course Registration form with full fee payment to Student Services. Cheque or money order is payable to Thompson Rivers University.

With student loan or grant

Mail the completed Course Registration form with a completed Part-time Student Assistance Application form or Full-time Fee Deferral Request form.

Contact Student Services for information on sponsorship and scholarship procedures.

Registrations are not processed until all course fees have been received.

Payment is deposited on receipt.

- The Course Registration form is available online at www.truopen.ca. For further information on course registration contact Student Services.

REGISTRATION

Transferring Credit to Other Institutions

BC's post-secondary education system has a well-established transfer credit system, particularly designed for students planning to take individual courses or a partial university program through various institutions.

Students planning to register in TRU-OL courses and planning to complete a program offered by another institution are advised to refer to that institution's admission information to determine initial program requirements. Admissions and transfer information is available on the web at www.bccat.bc.ca.

Visiting students planning to take courses through TRU-OL for transfer to another institution can register in courses without submitting transcripts. Although a Letter of Permission is not required by TRU-OL, it is recommended that students obtain one from their home institution to ensure that the course(s) selected applies to their program of study. Courses listed in this calendar and on the TRU-OL website delivered by SFU or UVic are TRU-OL university-level courses for which students receive TRU-OL credit on TRU-OL transcripts. Students are responsible to be aware of transfer credit policies prior to registration for courses they plan to transfer to other institutions.

SFU, UVic Transfer Credit

Students are advised that registration in TRU-OL courses delivered by SFU or UVic may not automatically be accepted for transfer credit to a specific program of studies by the institution delivering the course.

As of fall 2006, SFU introduced new admission and curriculum requirements. Students who take SFU-delivered courses that are designated W, Q or B and apply to SFU and receive an offer of admission will receive credit under the new W, Q, B curriculum requirements, subject to transfer credit regulations.

Students considering transferring to SFU should refer to admission requirements information on the SFU website at <http://students.sfu.ca/admission/requirements/wq/wqbrequirements.html>.

Students planning to take courses through TRU-OL and then transfer the credit to another institution should refer to admissions and transfer information on the web at www.bccat.bc.ca.

Students should note that registration in TRU-OL courses delivered by SFU or UVic does not mean they are admitted to the institution delivering the course. Students are advised to refer to the individual institution's admission policies.

CVU-UVC

www.cvu-uvc.ca

TRU-OL is a member of Canadian Virtual University/ Université Virtuelle Canadienne (CVU-UVC), a collaboration of 12 Canadian universities that offers distance and online programs. When students enrol in a distance program listed on the CVU-UVC website, they may take courses at any member university without paying additional admission fees and are not required to pay the Letter of Permission fee. Students can select from among 2,500 courses in English or French to meet their schedule, interests and learning style. The credit earned at a member university can be transferred to the CVU-UVC distance program a student is enrolled in, provided the course meets the program requirements.

Advanced Placement

Advanced Placement is a program of college-level courses and examinations, administered by the College Entrance Examination Board in New York, with a Canadian office in Kelowna, BC. Unless stated otherwise, TRU-OL requires that students have a minimum grade of 3.0 in the Advanced Placement program to receive transfer credit.

International Baccalaureate

The International Baccalaureate program, sponsored by a Swiss foundation in Geneva, is a comprehensive curriculum, including languages, science, mathematics and humanities. Unless stated otherwise, TRU-OL requires that students have a minimum grade of 4.0 in the International Baccalaureate program to receive transfer credit.

More Information

Refer to admissions and transfer information on the web at www.bccat.bc.ca.

Career Planning

The TRU-OL website at www.tru.ca/distance/services/resources/careers.html provides links to various websites in the following categories to assist with career planning:

- Self-assessment
- Career Development
- Career/Occupational Profiles
- Job Searching Resources
- Resource for Community Programs/Services
- Resources for International Students

TUITION AND FEES

Tuition and Fees

Courses Delivered by TRU-OL

Canadian Residents and Landed Immigrants

Course tuition varies with an average cost per credit of \$95.90 (Please see individual courses for specific fees).

Seniors (65 years +)

Course tuition varies with payment equivalent to 25% of Canadian Landed Immigrant tuition. Average cost per credit is \$23.97 (Please see individual courses for specific fees)

International Students

\$311.30 per credit

Credit-free Courses

Applicable tuition per credit + \$78.03 course administration fee + \$5.20 technology fee + texts + course materials

Course Extensions—All Students

\$83.23 per course eligible for extension

Repeat Registrations

Refer to policy on page 24-25.

- A permanent resident of BC is defined as a person who resides in BC and possesses Canadian citizenship or permanent resident (landed immigrant) status.
- A permanent resident of Canada residing outside BC is defined as a person who resides outside BC and possesses Canadian citizenship or permanent resident (landed immigrant) status.
- An international student is defined as a person (a) who does not possess Canadian citizenship or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

Formal Grade Appeals—All Students

\$104.04 per course. Refer to policy on page 29.

Transfer Credit Assessments

\$41.62 BC documents only

\$78.03 Non-BC or combined documents

Program Plans

\$52.02 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan \$130.05 per bachelor's degree program plan.

Contact TRU-OL Admissions for re-assessments fees.

Course Materials Shipping Costs

Within Canada: No charge

United States: \$40.00

International: \$120.00

Course Materials Return: Restocking Fee

\$26.01 per return instance. Refer to pages 23.

Library Service Fees

Some courses require students to access TRU Library Services. Refer to page 3 for additional information.

- Fees are subject to change without notice.
- Yukon residents pay the same tuition as BC residents.
- GST is added as applicable.
- The course administration and technology fees are non-refundable when students cancel their registration or withdraw from a course.
- Refer to individual course descriptions on the TRU-OL website to determine course prices or contact Student Services.

NOTE

Some courses and programs delivered through TRU-OL are subject to alternate fee schedules. In addition, lab fees have increased by 2% over the 2007/2008 academic year.

TUITION AND FEES

TRU-OL Courses Delivered by SFU

Permanent Residents of BC and Permanent Residents of Canada, Residing outside BC

\$154.20 tuition per credit + \$72.82 course administration fee + texts + course materials

Seniors (60 years +)

No reduced fees

International Students

\$487.60 tuition per credit + \$72.82 course administration fee + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact SFU. Refer to page 197 for contact information.

TRU-OL Courses Delivered by UVic

Permanent Residents of BC and Permanent Residents of Canada, Residing outside BC

\$152.70 tuition per credit + \$36.40 course administration fee (varies by course) + texts + course materials

Seniors

No reduced fees

International Students

\$487.6 tuition per credit + \$36.40 course administration fee (varies by course) + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic. Refer to page 198 for contact information.
- Fees listed do not apply to all courses. Refer to the TRU-OL website.
- Note: 3 TRU-OL credits = 1.5 UVic units.

Fees Payment

- All fees are payable with course registrations and other requested services and are required to be paid to Thompson Rivers University in Canadian funds in the manner and by the dates prescribed. Cheques are to be drawn on Canadian financial institutions.
- The board of Thompson Rivers University reserves the right to change tuition fees and the president of Thompson Rivers University reserves the right to change all other fees without prior notice.
- In the event of any indebtedness to Thompson Rivers University, any fees paid are first applied to the removal of the debt.
- No official transcripts, certificates, diplomas or degrees are issued to a student in debt to Thompson Rivers University except by the approval of the board, nor is the student permitted to repeat a registration, obtain a course extension or write an examination until all indebtedness is removed.
- Yukon residents are subject to the same tuition fees as residents of British Columbia.

Canadian Citizens Residing outside Canada Registering Online

All students residing outside Canada pay the international tuition rate when they register online for TRU-OL courses. Canadian citizens and permanent residents of Canada (landed immigrants) will be reimbursed a portion of their tuition on submission of proof of Canadian citizenship. With the reimbursement, tuition paid is equal to tuition for permanent residents of Canada residing outside BC (non-BC Canadian).

To apply for reimbursement, students are required to submit a request in writing to the TRU-OL Office of the Registrar, accompanied by a photocopy of their birth certificate, passport or citizenship certificate as proof of Canadian citizenship. Mail to the TRU-OL Office of the Registrar, Box 3010, 900 McGill Road, Kamloops, BC V2C 5N3, Canada or fax 250.852.6405.

Note: As an alternative, Canadian citizens and permanent residents of Canada (landed immigrants) residing outside Canada, may phone Student Services (250.852.7000) to register for courses and pay the fees applicable to Canadian citizens residing outside BC (verification of citizenship is required).

Tax Receipts

T2202A receipts are issued only to students taking courses at the post-secondary level. TRU-OL provides official receipts (T2202A) for income tax purposes in February of each year for the previous calendar year. TRU-OL provides tax receipts to students with a Canadian address and to students who are permanent residents of Canada with a temporary address outside Canada.

Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, a course with a four-month completion time starting in November is recorded 50% on the tax receipt for the year when the course started and 50% on the receipt for the following year.

Refer to the Canada Revenue Agency website at www.cra-arc.gc.ca/menu-e.html for information about income tax regulations.

TUITION AND FEES

Non-Tuition Course Costs

Texts and Course Materials

TRU-OL

The cost of texts and course materials varies by course and is part of the total course fee due and payable to Thompson Rivers University at the time of registration.

SFU

Students receive required texts with course packages. Other texts are available at the SFU Bookstore.

UVIC

Students are responsible for purchasing the required texts for most courses. Specific program areas mail instructions to registered students on how to purchase course materials. Texts are available at the UVic Bookstore.

Shipping Costs for Courses Delivered by TRU-OL

- Within Canada: No charge
- United States: \$40
- International: \$120

* Fees are subject to change; refer to website or call Student Services

Rented Materials

TRU-OL

TRU-OL delivered courses that have specified returnable materials (e.g., equipment and audiovisual components) require a deposit to be paid at registration. The deposit is refunded (less the rental fee and any deduction for damaged or missing items) on return of the materials in good condition in the original packing. Materials for which students have paid a deposit remain the property of TRU-OL. Students who fail to return rented materials do not receive the deposit refund.

SFU

A damage deposit is charged for materials (CDs and/or copyrighted material) required to be returned at the end of the semester. The deposit is refunded, provided materials are returned in good (unmarked) condition by the deadline stated in the course package.

UVIC

Contact information available in the UVic program area (page 198).

Long-distance Phone Charges

TRU-OL

Students residing in Canada may access phone services toll-free, including tutorial services, educational advising, registration, records, examinations, library, disability services and technical support.

Students residing outside Canada are required to pay for all long-distance phone charges for the above services, technical support and administrative services and mandatory teleconferences in courses.

SFU

Information about long-distance phone charges is provided in the course package.

UVIC

Contact information available in the UVic program area (page 198).

Assignment Submissions

All students in all distance courses are responsible for the costs of submitting assignments for grading.

- Students are entitled to receive a refund for course materials purchased from TRU-OL that meet the conditions stated on page 23.
- A refund is processed within four to six weeks of receipt of materials. If the payment was made by credit card, the refund is remitted to the same credit card of the original purchase.
- It is not necessary to return course materials to receive a tuition refund for a course.
- Students may keep any course materials they have purchased.

FINANCIAL AID AND AWARDS

Applying for Financial Assistance

Students should contact Financial Aid and Awards for part-time or full-time application forms and information.

- Applicants may submit part-time application forms to the TRU-OL Financial Aid and Awards office. Faxed copies are not accepted.
- Applicants may submit full-time application forms online at www.studentaidbc.ca or paper forms to the Ministry of Advanced Education.
- Students making up a full-time course load from more than one institution or TRU division, including on-campus courses at TRU Kamloops or Williams Lake (split-enrolled), must inform each institution's or TRU division's financial aid office before registering.
- Financial Aid and Awards
www.tru.ca/distance/services/resources/financial.html
OLfinancial@tru.ca
1.866.581.3694 (toll-free in Canada)
250.852.7000 (Kamloops and International)

Residency Requirements for Financial Assistance

Currently, only Canadian citizens and permanent residents (landed immigrants) are eligible to apply for financial assistance.

Detailed information about residency requirements for part-time and full-time financial assistance is provided on the web at www.studentaidbc.ca.

Comprehensive Financial Planning for Education

Funded by the BC Ministry of Advanced Education, this resource provides "hands-on" opportunities to explore financial planning through a series of learner-oriented modules. It is available on the web at www.ucfv.ca/fineaid.

Part-time Bursaries and Grants (non-repayable aid)

The Part-time Student Assistance Application form and complete application details are provided on the TRU-OL website and by the Financial Aid and Awards office. Allow up to four weeks for processing the application.

The programs listed in this section pay for all direct educational costs, including tuition and fees, required textbooks, miscellaneous allowance and some childcare when applicable.

Adult Basic Education Student Assistance Program (ABESAP)

This provincial grant program provides funding to students registered in Adult Basic Education courses; Grade 10, 11 or 12 completion; ESL (English as a second language); or Basic Literacy.

Canada Study Grant for High-Need Students

This federal grant program (CSG) provides funding to students registered in qualifying post-secondary courses who are pursuing a certificate, diploma or degree. Applicants are required to have primary responsibility for dependents, have a disability or be otherwise unable to study full-time. The maximum funding per student per program year (August 1 to July 31) is \$1,200.

Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment

Established by the CKNW Orphans' Fund, this endowment provides funding to students in distance courses who are single parents. Preference is given to those not already receiving funding through other programs and who have not previously completed a post-secondary program of study.

Barbara Guttmann-Gee Bursary Endowment

Established by BC Open University 1991 graduate Barbara Guttmann-Gee, this endowment provides funding to female students in distance courses.

Preference is given to older females in financial need.

Open Learning Bursary Endowment Fund

This endowment gives preference to applicants in distance courses who do not have access to other sources of financial aid and those pursuing a TRU credential.

FINANCIAL AID AND AWARDS

Full-time Student Loans and Grants

Students may apply through StudentAid BC on the web at www.studentaidbc.ca or may use a paper application, which must be submitted a minimum of six weeks before the funding is required.

Students may also check their loan application status on the web at www.studentaidbc.ca.

StudentAid BC

This program provides Canada student loans and BC student loans to BC residents who demonstrate financial need and who are enrolled full-time in post-secondary programs.

The maximum award for both educational and living costs is \$320 per week for eligible students without dependents and \$510 per week for eligible students with dependents.

To be considered a full-time student in the program, it is necessary to register in and complete a minimum course load of nine new credits per four-month loan period. (Repeat registrations can be used only when no assignments were passed in the previous registration.)

For distance education students this is a shorter completion schedule than TRU-OL imposes. This can be a challenge for students unfamiliar with studying at home and it is recommended that new TRU-OL students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans. Information about taking distance courses is provided on the TRU-OL website to help students start and continue successfully as distance learners (refer to page 2).

Much of the flexibility of open learning is lost when applying for full-time government student loans. There are 12 distance education loan periods, each four months long, which start the first of each month. Students are required to register in a full-time course load within the month prior to the start date of each period (e.g., register in August for the September term). Late phone and web registrations are permitted up to the tenth day of each month after the term start date. Detailed information (Six Key Steps to Getting a Student Loan through TRU-OL) and registration deadlines are provided on the TRU-OL website.

Any continuous-entry registrations received after the final deadline on the tenth of the month can only be applied to the following term (e.g., a January 11 registration can be applied only to the February loan term).

All students receiving student loans or grants are required to sign a Study Contract.

After registration, full-time status for distance courses is maintained by submitting assignments each month and submitting all coursework during the loan period in nine credits (the minimum required for full-time status). *Loan documents and grants are not released past the study period midpoint without sufficient academic progress.*

Final examinations may be written in the month following the loan period (e.g., examinations may be written in May for a January to April loan).

Failure to submit assignments on a regular schedule throughout the loan period or failure to submit all coursework by the end of the loan period, may be regarded as a “technical” withdrawal from full-time study even though a student does not formally withdraw.

This may result in a portion of the loan being placed in “over award” and becoming immediately repayable (“over award” portions of a grant are retroactively converted to an interest-bearing loan). Eligibility for further funds, interest-free status and other privileges associated with full-time status may be affected.

Interest-Free Status

Students enrolled in full-time studies who are not negotiating a new Canada Student Loan or BC Student Loan should contact Financial Aid and Awards for information about keeping their existing loans in interest-free status.

Full-time Single Parents Bursary Endowment

Established by the CKNW Orphans’ Fund, this endowment provides funding to students in distance courses who are single parents, have received the maximum student loan amount and still have “unmet need.” Applicants must be returning students and have successfully completed their last full-time term through TRU. Applications forms are available on the TRU-OL website.

TRU-OL Emergency Bridging Loan

This fund is used to provide short-term bridging loans to enrolled distance education students who incur unforeseen delays in their financing (normally student loans). Loans of up to \$700, interest-free, are provided for a period of up to 60 days, provided the pending financing is guaranteed and assignable (e.g., an approved student loan).

These loans cannot be issued prior to the first day of a student’s study period. Applications forms are available on the TRU-OL website.

Other Sources of Assistance

Information about other sources of assistance is provided on the TRU-OL website.