

Step One: Becoming a Student at TRU

Academic Advising



THOMPSON RIVERS
UNIVERSITY

KAMLOOPS, BC



Welcome to TRU!

- This tutorial is designed to provide key information to students who plan to attend the Kamloops campus of Thompson Rivers University
- It will take about 15 minutes to complete



Topics

- Counselling and Academic Advising services
- Programs of study offered at TRU
- Admission process
- How and when to register for courses
- Estimated costs
- Financial Aid and Awards



Do you need help with career planning?

- TRU Counselling Department offers a *free* 1.5 hour **Career Development Information Session (CDIS)**
- CDIS is designed to assist current and prospective students to understand the career development process and how it fits with the emerging trends from today's world of work
- Get the resources you need to assist you in developing your own career and educational plans
- To **sign up**, phone the Counselling office at (250) 828-5023
- Most sessions are offered on Tuesdays, from 6:00 pm - 8:00 pm, in OM1771



TRU Counselling Services

Counsellors can help TRU students with.....

- Career planning and choosing a program of study that is right for you
- Resolving personal issues
- Improving study skills
- Developing student success strategies

Note: Counselling appointments are free and confidential!



To book an appointment with a TRU Counsellor.....

Drop by the Counselling office:

Kamloops Campus
Old Main Building
Room OM1631

Phone: (250) 828-5023

For more information go to

www.tru.ca/student services/counsel/appointments.html

Click on the
link for more
information
and then
use the back
button to
return to the
tutorial



Academic Advising Centre

- Academic Advisors can help you with **program planning** and **course selection**
- **Academic Advisors** answer questions like.....
 - What are the admission requirements?*
 - How much does it cost to take the program?*
 - What financial help is available and how do I apply for a student loan?*
 - What courses should I take?*
 - How do I get enrolled?*
 - The course I want is not available...*
 - ...what else should I take?*



Book your Academic Advising appointment early!!

Kamloops Campus:

Phone: (250) 828-5075

In Person: Old Main Building, Room 1100

Domestic Students E-mail : advising@tru.ca

International Students E-mail: Internationaladvising@tru.ca



TRU is more than a Traditional University....

At TRU you can earn a....

- Certificate (12 months or less)
- Diploma (2 to 3 years)
- Bachelors Degree (4 to 5 years)
- Masters Degree (10 months or longer)
- Post-Baccalaureate Certificate or Diploma (3 to 4 semesters)



To find out more about the Programs offered....

Go to TRU homepage at www.tru.ca

» *Look under* “Admission and Registration”

» *Go to* “Programs and Courses”



Read about...

- Program Descriptions
- Admission Requirements
 - Educational Requirements
 - General Requirements
- Application Process and *Deadline Date* to apply
- Course requirements each semester
- Graduation requirements
- Individual course descriptions are in the calendar
- Refer to the online *Course Schedule* to find out when the courses are offered – *Course Schedule* link is on the TRU Homepage www.tru.ca



Trades Foundations Programs

- TRU offers technician level training in a variety of fields, such as -
 - Automotive, Heavy Duty and Commercial Transport, Power Sport and Marine, Electrical, Carpentry (Joinery and Residential), Welding, Plumbing, Parts Person & Warehousing, Geothermal, etc..
- Trades Foundations programs start throughout the year
- Most programs are less than one year in length, and count as time towards an apprenticeship
- For a complete list of programs offered, including training start and end dates, go to [Trades Foundations homepage](#)



Certificate and Diploma Programs

- TRU offers a wide variety of one year certificate and two year diploma programs
- Most certificate and diploma programs start in September, require full-time study, and have a set curriculum and schedule
- Most Certificate and Diploma programs have limited space - **APPLY EARLY**
- TRU Admissions **starts accepting** applications anytime after October 1st for programs that start in September of each year

For a complete list of programs offered go to TRU homepage at www.tru.ca

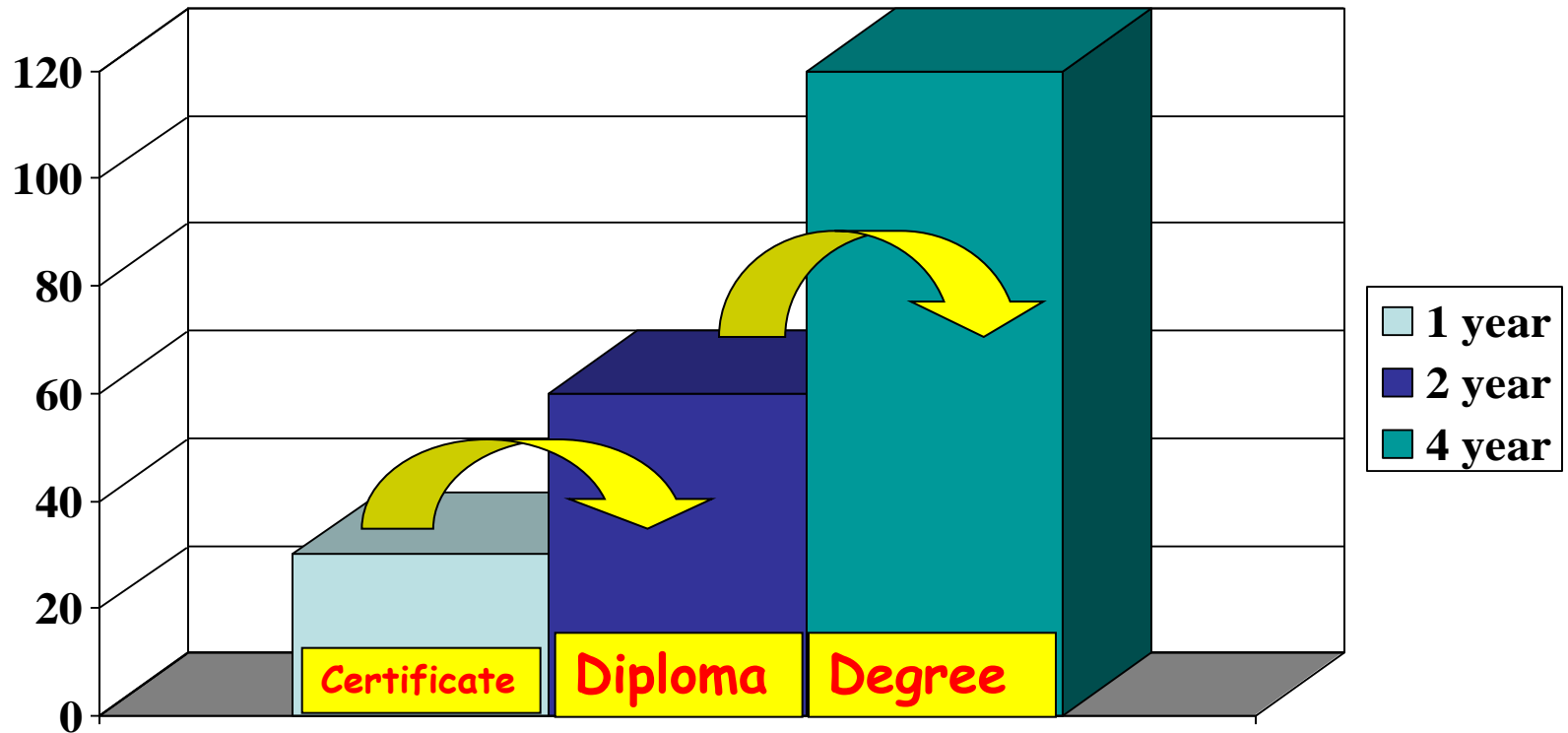
» *Look under* “Admission and Registration”

» *Go to* “Programs and Courses”

» Under “Programs by Credential”...go to “Select Certificates” or “Select Diplomas”

Good news...at TRU, credits earned in one program may count as credit towards another!

This is called '*Laddering*'



Bachelor Degree Programs

- Most Bachelor degrees comprise of 120 credits or forty (40) 3-credit courses, and take four years of full-time study to complete
 - Most students take 5 courses in the Fall semester (Sept- Jan) and 5 courses in the Winter semester (Jan- May)
 - Part-time study is permitted, however, some degree programs require degree completion within a specific period of time
- Unlike students in a certificate or diploma program, students earning a degree, must select their courses, make their own time-table, and register online on their assigned date and time (usually in June or July)
- Instruction on how and when to register will be mailed out to all students who have applied for admission and been admitted to the fall or winter semester



TRU has three “Open Admission” Degree Programs

The *Bachelor of Arts*, *Bachelor of Business Administration* and *Bachelor of Science* are ‘**Open Admission**’ degrees.

What does “**Open Admission**” mean?

Regardless of the courses you completed in high school or the grades that you attained, as long as you have graduated from Grade 12, or are a Mature Student (19 years of age and out of school a minimum of 2 years) **you will be admitted!**

- To learn more about our degrees programs admission and graduation requirements, go to the *Degree Program Tutorials*



Degree Program Tutorials

- Degree Program tutorials are designed to help students understand their degree program requirements
- These tutorials are found on the Academic Advising Centre homepage
- Tutorials explain program admission and graduation requirements
- Also assist students with course selection and in developing a long term educational plan



To learn more about the Degree Programs offered at TRU- go to the online tutorial...

- Bachelor of Arts
- Bachelor of Business Administration
- Bachelor of Computing Science
- Bachelor of Education (Elementary)
- Bachelor of Education (Elementary) Physical Education
- Bachelor of Fine Arts
- Bachelor of Journalism
- Bachelor of Interdisciplinary Studies
- Bachelor of Natural Resource Science
- Bachelor of Science
- Bachelor of Science in Nursing
- Bachelor of Social Work
- Bachelor of Tourism Management
- Trades Foundations



Go to: www.tru.ca/advising/onlinehelp.html

Degree Program Check Sheets

- Prior to doing the online tutorial, print a copy of the degree check sheet
- The check sheet provides program information and is a useful guide to help you keep track of the number of courses and credits needed for graduation
- Core courses are specified and space is provided for students to write in their final grade
- Advising Handouts should be used as a supplement to the TRU calendar and degree program tutorial
- Available to students at: [Program Information](#)



Understanding Degree Program Requirements

- **Academic Advisors** help students in first and second years understand their program requirements and select their courses
- **Program Advisors** and/or Major Advisors help students in third and fourth year choose their courses
 - To enrol in courses at the 3000 or 4000 level students need the approval of their Program Advisor
 - For example, student taking 3rd year courses in the Bachelor of Business Administration degree must contact Barb Pillar, the BBA Program Advisor for course approval before enrolling into a 3000 or 4000 level business course
 - Click here for the phone number of your [program advisor](#)



CHECK- Course Prerequisites !!

- It is the students' responsibility to check the course prerequisites prior to enrolling in the course
- Course prerequisites, as stated in the course description section of the calendar, must be successfully completed prior to the start of class
- Students who DO NOT satisfy the course prerequisite may be withdrawn from the course



Example of a Course Description – refer to the TRU Calendar

Course credits: Course fees are calculated based on total number of credits

ENGL 1100

Composition (4,0,0) 3 credits

The emphasis is on the development of composition skills and on short essays, logical thinking and argument. Instructors may use some literature in the course.

Prerequisite: One of the following guidelines should be followed:

73% on the combined English 12 and Government exam

(within the last 5 years)

or Level 4, on the composition section of the Language Proficiency Index

(within the last 2 years)

or completion of English 0600

or completion of ESAL 0570, and ESAL 0580 with a grade of C+ or better

Prerequisites : Specific courses that must be successfully completed prior to taking the course

Do you need to start with upgrading?

- Check the TRU calendar to determine program admission requirements and course prerequisites
- Course prerequisites must have been successfully completed within the last five years with the minimum grade required
- If you need to upgrade don't worry!! You can take upgrading courses at TRU through the **University Preparation Program (UPrep)**
- An Academic Advisor will help you determine if any upgrading is needed for your program of study



UPREP Course Fees

August 1, 2011- July 31, 2012

- UPREP courses, level 0500 to 0990, are tuition free, but students still must pay related student fees on a per credit basis up to 3 credits per course
For example: English 0500 will cost \$171.52
(fee includes \$51.04 UPASS)
- UPREP courses at the 0400 level cost \$194.80
(includes the UPASS)
- Math 0300 and English 0300 are completely free of charge.

Note: Students taking Math 0300 or English 0300 may purchase the UPASS for \$51.04 from the campus cashier.

Note: The UPASS is your pass for unlimited access to Kamloops Transit, which also provides unlimited access to the pool and a 50% discount on gym memberships at the Tournament Capital Centre.



Accuplacer Test

The Accuplacer test is required for admission to some programs, but **can also be taken as a general math and English assessment prior to starting upgrading**; recommended for students who have been out of school for a number of years

- Academic Advisors can help determine if writing the test is advisable and can provide information how to prepare for the test
- Academic Advisor use the test results as a tool for accurate course placement in math and English
- Cost for exam - \$35.00
- General Assessment covers five areas:
 - Reading Comprehension
 - Sentence Skills
 - Arithmetic
 - Elementary Algebra
 - Writing Ability
- Contact Assessment Centre:
 - Old Main Building, Room OM1762
 - Phone: (250) 828-5470
 - Online registration – go to Assessment Centre Website

http://www.tru.ca/student services/assmnt/tru_entry_assessments/accu.html



LPI - Language Proficiency Index

- The LPI can be used to satisfy the prerequisite for first year English courses
 - For example - the prerequisite for English 1100 is a 73% minimum in English 12; or a level 4 on the LPI; or the completion of English 060; or completion of ESAL 057 and ESAL 058 with a grade of C+ or better
- Register online at <http://www.lpitest.ca/>
- LPI study guides are available for purchase at the TRU bookstore or online
 - Cost for exam - \$109 + tax (within BC)
 - Students must bring to test Personal Identification and a Passport sized photo (refer to UBC website for more information)



TRU has three semesters-

When do you want to start?

Fall Semester

Most programs start
in the fall semester

Sept → Dec

15 wks

Winter Semester

Jan → April

15 wks

Summer Session

Session I - 7 weeks

May to the end of June

Session II – 7 weeks

July to mid August

Session III – 15 weeks

May to mid August



Critical Dates for Students

Go to **Schedule of Events** in the calendar

<http://www.tru.ca/calendar/current/index.htm>

– Find out:

- When classes start each semester
- Last day to add a course
- The last day to drop a course, with a refund
- The last day to withdraw from courses without it affecting your grades
- When exams start



Apply For Admission

Complete the application form and submit using one of the following options:

- Apply [on line](#)
- Mail to: 900 McGill Road
Kamloops, BC, V2C 0C8
- In person at the Registrar's office
Old Main Building, Room 1155

INTERNATIONAL STUDENTS go to International Student [website](#)



Apply Early - Starting October 1st

- Complete all the information on the application form
- Current High School students must include their PEN ID number on application
- New Domestic students - Pay a \$25.50 non-refundable one-time only application fee

All prospective **International** students please direct your inquiries to the International Admissions Office at

welcome@tru.ca



Attach Most Recent Transcripts

- Submit official transcripts or school records from:
 - High School (Secondary school)
 - All post-secondary institutions attended
- Current High School students: Go to the Ministry of Education website http://www.bced.gov.bc.ca/transcript/transcripts_info.htm
- Enter your PEN number. This will allow TRU to download your final transcripts electronically – be sure to click onto the ‘Student Secure Web’



Your application will be acknowledged

- You will be notified that we have received your application
- You may be sent an admissions requirements package which explains academic requirements and process
- It is recommended that you read the package carefully and complete all requirements as soon as possible
- If you have questions, contact the Admissions office!

In person: Old Main Building Om1155

By phone: 250-828-5036

By E-mail: admissions@tru.ca



Registering in Academic Courses

- Course registration for Fall and Winter takes place in June and July. Admitted students will be mailed a “**Registration Notice**” in early June, telling them what is the earliest day they can register.
- Note: registration for summer session starts in March
- Being admitted to an academic program DOES NOT guarantee that you will be able to register for all the courses you want to take
- Your registration date is determined by a priority system determined by your year level of study and the date you applied for admission to attend TRU

Students in a certificate or diploma program are not sent a “Registration Notice”. Admitted students will be enrolled in the courses that are required for their program, providing they have paid their commitment fee and completed all admission requirements for the program.



Online Course Schedule

- View the current course schedule to see which courses TRU will be offering each semester
- Check the times, days of the week and instructors for each course
- Check the online schedule for availability of seats in each section of the course prior to enrolling
- If you need help with your course selection, contact Academic Advising

To view the course schedule

click here → [Course Schedules](#)



Timetabling and Registration Tutorials

- Students enrolling for the first time in an Academic program must take the online **Timetabling Tutorial** and **Registration Tutorial**.
- These tutorials explains how to create a conflict free timetable and how to read the schedule
- Select a maximum of five courses per semester and build a conflict free timetable
- Go to: [Academic Advising/ Online Tutorials](#)



myTRU

- *What is myTRU? The myTRU portal is where students will have a TRU Email account; register for courses; view schedules; pay fees; read important TRU announcements; check grades and order transcripts.*
- Note: International Students **can not** enrol into courses using myTRU- to get enrolled, they must contact an International Student Academic Advisor at internationaladvising@tru.ca
- It is important for all students to become familiar with how to use *myTRU and periodically check for emails from the Registrar's Office*
- Go to the TRU homepage at www.tru.ca and click the myTRU link on top right corner of the page
- Instructions on how to log in are provided under the section titled "login Help"
 - Your log in name is TRU student number
 - The first time you log in, your password is your birth-date in the format of 6 numbers (YYMMDD). You will then be required to change your password.

Read the HELP/FAQ section before you start and take the web tutorial [myTRU](#)



Pay Commitment Fee

- Some programs require students who have been “conditionally admitted” to **pay a \$500 commitment fee** in May or June, to secure a seat in the program and before they can enrol in any courses
- This fee, of \$500, is a down-payment towards the student’s first semester fees
- Online fee payment available through [myTRU](#)



Tuition Deposit

- Students wishing to register into academic courses in any “Open Admissions” program, such as the Bachelor of Arts, Science or Business, are required to pay a \$300 tuition deposit before they can enrol in courses online, or in-person
- This fee can be paid online using myTRU



Pay Full Fees

- Pay all Winter, 2012 fees by deadline – 4 pm, Friday, December 2, 2011
- Pay the balance of Fall, 2012 fees by deadline – 4 pm, Friday, August 31, 2012
- Pay all Winter, 2013 fees by deadline – 4 pm, Friday, November 30, 2012
- There are number of fee payment methods
- Please refer to the [Admissions & Registration](#) section of the TRU website for details



Program Costs

- For information on program costs including Tuition & fees and Books & supplies for one year of full-time study at TRU please

Go to: [Program Costs](#)



Textbooks

- Textbooks may be purchased, from the University Bookstore located in the Campus Activity Centre.
- Before you arrive on campus- Use *Bookies* Online Shopping Cart
 - Anytime after August 1st- look online for Fall semester text books
 - After December 1st- look online for winter semester text books
- Budget approximately \$125 per course for textbooks
- The TRU [Bookstore](#) sells new and used textbooks.

Bookies now offers a textbook rental Program - offering selected textbooks for up to 50% of the cost of a new textbook.

It's so easy - just rent, use and return!!



Student Loans

- To qualify for a Canada Student Loan you need to be enrolled in at least a 60% course load
- For most degree programs a 60% course load is at least **3 courses at the 1000 level** or higher in each semester
- UPREP courses, at the 0400, 0500 or 0600 level, do not meet criteria for student loan;
- Apply online www.bcsap.bc.ca



ABESAP Grant

- Adult Basic Educations Student Assistance Program (ABESAP) **is a needs-based grant** for BC residents who wish to take UPrep courses (such as, English 0500 and Math 0500)
- ABESAP applications are accepted starting:
 - **July** for Fall semester
 - **November** for Winter semester
 - **March** for Summer session
- Fill out application form and hand in to Financial Aid Office, Room OM 1631; book appt to meet with an Awards Advisor
- For more information and to attain a copy of the application form, go to the following website: [ABESAP](#)



Scholarships, Bursaries and Awards

Check the [Financial Aid](#) and Awards website for a list of scholarships and bursaries open to TRU students



University is so much more than courses and textbooks...read through the “**Student Life at TRU**” tutorial to learn about.....

- Housing
- Athletics
- Food services
- UPass
- Study Abroad
- Co-op Education
- New student Orientation
- Writing Centre and Math Lab



Don't Wait!

- Discover what TRU has to offer
- Choose the program that is “right” for you
- Submit your application for admission
- Prepare to register and pay fees





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