

Step Two: Academic Success at TRU



THOMPSON RIVERS
UNIVERSITY

KAMLOOPS, BC



Welcome to TRU!

- This tutorial is designed to help **you be successful** with your studies at TRU
- Success often starts with knowing who to talk to in Student Services
- Attending university for the first time can be overwhelming - it is so different from high school
- You need to be in control of your education
- This tutorial is a good place to start...learn how to drop and add a course; the deadline date to make a course change; how to access *myTRU*, contact student services, and more, so please read on....



Welcome to TRU

Topics of this session....

- Canadian university expectations
- Role of Academic and Program Advising
- How to use and read the online “*Course Schedule*”
- *Use myTRU* portal to check your “Concise Schedule”
- Course outlines
- How to make course changes
- Deadline dates for course changes
- TRU support services

Canadian University Expectations- *What are they?*

The following topics will be covered:

- Attendance
- Participation
- Instructor / Student Relationship
- Continuous Evaluation
- Individual / Group Work
- Academic Honesty / Plagiarism



Canadian University Expectations cont'd

Attendance:

- TRU has an attendance policy that states that a registered student is expected to **attend the first class** for each course in which he or she is registered.
- A student who does not attend the first two days of class and who **has not** made prior arrangements acceptable to the instructor may, at the discretion of the instructor, be considered to have withdrawn from the course and his/her course registration may be deleted.
- **Attendance = Respect**
 - It is very important to attend all of your classes and not be late
 - Missing classes could affect your final grade
 - If you must miss a class, ask your instructor what you missed



Canadian University Expectations cont'd

Participation

- Be an ACTIVE learner
- Take notes, ask questions, join discussions, participate in group work

Instructor/Student relationship

- Informal
- Varied teaching techniques
- Accessible
- Talk to your instructor, ask questions, visit your instructor during office hours



Canadian University Expectations con't

Continuous Evaluation.....EVERYTHING counts

- one Final exam is not enough to pass the course
- all your work may be evaluated
- attendance and participation

Refer to the course outline to see how you will be evaluated



Canadian University Expectations cont'd

Individual Work VS Group work

Be sure that your individual work is yours alone

Do not do individual assignments with your classmates

When doing group work, share equally, participate actively and understand your responsibility in the group

Academic Honesty & Plagiarism = In your OWN words!!

Never use another person's work as your own

Always identify the sources of your writing

Do not copy material from books or websites

Plagiarism is a serious offence in Canada



Academic Advisors and Program Advisors can help..

- **you be successful** by ensuring you are taking the “right courses” - this will save you **time and money!**
- Students are required to attain a minimum Grade Point Average (GPA) of at least 1.5 **BUT**
 - Most programs require a GPA of at least 2.0 to graduate – sometimes higher!
 - A GPA of less than 1.5 will put you on **academic probation**
 - **Grades are important** - some programs require at least a **C- min grade or better**, for the credits to count towards the degree



Talk to an Academic Advisors and check the calendar prior to enrolling in courses..

The post-secondary system is very complicated and not all courses count as credit towards all degrees. Also, some courses have prerequisite and/or co-requisites, and so courses need to be completed in the proper sequence.

We encourage students to **read** the TRU Calendar to become familiar with their program admission and graduation requirements and **talk** to an Academic Advisor.

The TRU calendar is online [2011-2012 Calendar](#)



Academic Advising

- Academic Advising is **mandatory** for **International** students, and strongly recommended for domestic students in first and second year; however, at the third and fourth year level, it is mandatory for everyone
- **Mandatory** Academic Advising, means that all **International** students must see an International student Academic Advisor for all **course registrations and changes** while they are in first and second year of their program of study, and then their Program Advisor when they are 3rd and 4th year
- In fact, all students, domestic and International, in 3rd or 4th year, wanting to enrol 3000 or 4000 level courses, must see their **Program Advisor prior to enrolling into any course**
- Refer to [handout](#) for your Advisor's contact information



Academic Advising Office Old Main Building - OM1100



Office hours: **Monday to Friday 9 am to 4 pm**



Academic Advising Office

Old Main Building - OM1100

- We are located in room OM 1100, The Academic Advising Center. Opposite Tim Horton's coffee shop
- The first two weeks of each semester there are only walk-in appointments. Have your student card ready to show our receptionist. She will put your name on the appointment list, so you know approximately what time you will meet with an Advisor.
- **Do not book a time for when you should be in class!**
- Come early to put your name on the list, then you can leave and come back at your scheduled time.



TRU has Three Semesters

Fall Semester

Sept → Dec

15 wks

Winter Semester

Jan → April

15 wks

Summer Session

Session I - 7 wks

May to mid-June

Session II – 7 wks

Late June to mid Aug

Session III – 14 weeks

May to August

All ESAL courses!

Fall and Winter Course Registration

- In June or July, on your assigned registration date, you can register for both the fall and the winter semester
- If you only register for the fall semester, you should register for the winter now!
- Make an appointment to meet with an Academic Advisor (or your Program Advisor) to confirm your Winter semester courses
- Check your detailed concise course schedule using **myTRU**



Course Schedule

- Fall and Winter course schedules (timetable) are available online
- Go to the TRU homepage www.tru.ca
- Click on “Course Schedules” – [Learn how to read Schedule](#)
- All courses have required lecture sections, but some also have seminars and/or labs
- **Check the course schedule to see if there is a required seminar or lab, and if there is, all registered students must enrol in one seminar or lab section**
- **Part of the grade for the course is assigned to seminar or lab work**



Lecture section

- A **lecture** is a formal presentation given by an instructor to the entire class. Most courses have 3 to 5 hours of lecture class each week



Lecture section

- On the course schedule the lecture classes are written as sections 01, 02, 03, etc.
- **ENGL 1100- section 16** ..means lecture class **16** is for 2 hours on Tuesday and Thursday from 02:30 - 04:20 pm
- The Fall and winter course schedule is posted on the TRU website. Use the website to check when all sections of the course are offered



The course schedule is online at www.tru.ca

Seminars and Labs

- Some courses also have required **seminars** and **labs**
- **Seminar** class typically includes discussions on assigned reading, class presentations and/or group activities.
- **Lab** class is a supervised class where students learn practical applications of theory learned in lectures
- Seminar sections are numbered S01, S02..etc
- Lab classes are numbered L01, L02, etc.



This course has a required seminar

Class Schedule Listing - Windows Internet Explorer

https://banssbprod.tru.ca/banprod/bwckschd.p_get_crse_unsec

Class Schedule Listing

THOMPSON RIVERS UNIVERSITY

Class Schedule Listing

HELP EXIT
Fall 2011
Jun 02, 2011

Sections Found

Fundamentals of Mathematics for Business and Economics (3,1,0) - 10235 - MATH 1070 - 01

*****Students choosing Lecture 01 must enroll in MATH 1070 S01 or S02.*****

Associated Term: Fall 2011
Registration Dates: Jun 01, 2011 to Sep 06, 2011
Levels: Undergraduate
Instructors: Sofija Hot (P)

Kamloops Campus
Lecture Schedule Type
Classroom-based Instructional Method
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 1:20 pm	MWF	Old Main Building 2791	Sep 07, 2011 - Dec 17, 2011	Lecture	Sofija Hot (P)

Fundamentals of Mathematics for Business and Economics (3,1,0) - 10236 - MATH 1070 - 02

*****Students choosing Lecture 02 must enroll in MATH 1070 S03 or S04.*****

Associated Term: Fall 2011
Registration Dates: Jun 01, 2011 to Sep 06, 2011

The "01" is the lecture class

Class Schedule Listing - Windows Internet Explorer

https://bansbprod.tru.ca/banprod/bwckschd.p_get_crse_unsec

File Edit View Favorites Tools Help

Class Schedule Listing

HELP EXIT
Fall 2011
Jun 02, 2011

Class Schedule Listing

Sections Found

Management Information Systems 1 (3,0,2)(L) - 11341 - BBUS 1370 - 01

Associated Term: Fall 2011
Registration Dates: Jun 01, 2011 to Sep 06, 2011
Levels: Undergraduate
Instructors: Bernie L. Kirkey (P)

Kamloops Campus
Lecture Schedule Type
Classroom-based Instructional Method
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:50 pm	TR	Clock Tower T200	Sep 07, 2011 - Dec 17, 2011	Lecture	Bernie L. Kirkey (P)

Management Information Systems 1 (3,0,2)(L) - 11342 - BBUS 1370 - 01P

BBUS 1370 01P requires admission to the POLICE AND JUSTICE STUDIES program. Other students may enroll if space permits.
Associated Term: Fall 2011
Registration Dates: Jun 01, 2011 to Sep 06, 2011
Levels: Undergraduate
Instructors: Bernie L. Kirkey (P)

Kamloops Campus
Lecture Schedule Type

start Gr... 2 M... ISP... 5 I... Or... 20... 2 M... Internet 100% 9:53 AM

L01, L02, ...L04 ...are the lab sections

Management Information Systems 1 (3,0,2)(L) - 11345 - BBUS 1370 - L04

Associated Term: Fall 2011
Registration Dates: Jun 01, 2011 to Sep 06, 2011
Levels: Undergraduate
Instructors: Bernie L. Kirkey (P)

Kamloops Campus
Laboratory Schedule Type
Classroom-based Instructional Method
0.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 11:20 am	W	Old Main Building 1335	Sep 07, 2011 - Dec 17, 2011	Laboratory	Bernie L. Kirkey (P)

Management Information Systems 1 (3,0,2)(L) - 11346 - BBUS 1370 - L05

Associated Term: Fall 2011
Registration Dates: Jun 01, 2011 to Sep 06, 2011
Levels: Undergraduate
Instructors: Bernie L. Kirkey (P)

Kamloops Campus
Laboratory Schedule Type
Classroom-based Instructional Method
0.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 2:20 pm	R	Old Main Building 1335	Sep 07, 2011 - Dec 17, 2011	Laboratory	Bernie L. Kirkey (P)

Understanding the Course Schedule

- M = Monday T = Tuesday W = Wednesday R = **Thursday**,...
F = Friday
- Classes run from 8:30 in the morning to 9:30 in the evening, Monday to Friday
- Courses can be scheduled back to back - classes **end 10 minutes early** to give students time to **change classes**
- **Building Codes:**
 - OM** Old Main building
 - IB** International Building
 - AE** Arts & Educational building
 - S** Science building
 - TT** Trades and Technology
 - HL** House of Learning



The link to the *Course Schedule* is located on the TRU homepage...you do **not** need a password or have an account.....

- Go to www.tru.ca



myTRU

- What is myTRU? The myTRU portal is where students will register for courses; view schedules; pay fees; read important TRU announcements, check grades and transcripts.
- All students are given a myTRU email account with the expectation that students check on a regular basis. This account can be forwarded to another email account such as Hotmail.
- 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 that all students become familiar with how to use myTRU
- Go to the TRU homepage at www.tru.ca and click the myTRU link on the top right corner of the page
- Instructions on how to log in are provided under the section entitled 'Login Help'
 - Your Log in name is your TRU student number
 - The first time you log in, your password is your birthdate in the format of 6 numbers (YYMMDD). You will then be required to change your password



Read the Frequently Asked Questions section before you start. Take the web tutorial for [myTRU](#)


myTRU – Log in page

myTRU - powered by SunGard Higher Education - Windows Internet Explorer

https://mytru.tru.ca/cp/home/displaylogin

File Edit View Favorites Tools Help

myTRU - powered by SunGard Higher Education



Secure Access Login

User Name:

Password:

[Forget Password?](#)

Login Help

- [I have never logged in before](#)
- [Student or Employee](#)
- [I forget how to log in](#)
- [Student or Employee](#)
- [Popup Blockers](#)
- [Supported Browsers](#)
- [Frequently Asked Questions](#)
- [Ask Us or Make a Comment](#)

IT Service Desk Help


250-852-6800
1-888-852-8533 toll-free Canada
email itservicedesk@tru.ca

The Thompson Rivers University
[Responsible Use of Information](#)

Welcome to myTRU!

The **myTRU** portal provides everyone in the TRU community with one-stop access to the on-line services available. You can check your grades, access your financial information, easily access Moodle or Blackboard, view campus announcements, or participate in group discussions, all through TRU.

You will also be able to customize your space by moving, adding and deleting items on your personal page to suit your individual needs and tastes.



Important Registration Information for Kamloops Students

What's Inside?

For Students: Send and receive e-mail, check your grades, print tax forms, view exam schedules and more.

For Employees: Submit your timesheets, view your pay stubs, benefit summary, or vacation balance, and update your personal information.

start | Internet | 100% | 8:10 AM

myTRU – Student Resources Tab

The screenshot shows a web browser window titled "Thompson Rivers University - Windows Internet Explorer". The address bar shows the URL: https://mytru.tru.ca/tag_ea0eb6012f35e0e6.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&active. The page content is organized into several sections:

- Online Payment**: Includes a "Make Payment" link and text: "Use the online payment option to make payments on your account utilizing your American Express, Mastercard or Visa credit card." It also says "Pay your commitment fee through online payment." and features logos for VISA, MasterCard, and American Express.
- Register for Kamloops Campus Courses**: Includes links for "Registration Status", "Look Up Classes", and "Add or Drop Classes". A large light blue arrow points to this section.
- Print Schedule**: Includes a link for "Concise Student Schedule". A large light blue arrow points to this section.
- My Account Summary**: Shows "Fall 2010" with a balance of "\$0.00" and "Account Balance \$0.00".
- Academic Profile**: A section with a header and a small icon.
- GoingGlobal**: A link to "View international career opportunities".
- Dates & Deadlines**: A list of dates and events:
 - July 16 Fri: Last day to withdraw from a Summer Session II course.
 - July 30 Fri: Last day of instruction for the Summer Semester and to withdraw from a Summer session program.
 - Aug 1 Sun: The last day to submit official "final" grades for admission to the Fall 2010 semester.
 - Aug 2 Mon: TRU closed. British Columbia Day.
 - Aug 3 Tues: Summer semester examinations begin.
 - Aug 6 Fri: Last day for Summer semester examinations. Summer semester ends.
- TRU News Room**: The "News of Thompson Rivers University" section, containing several articles:
 - Complete the Cycle**: TRU supports a variety of projects aimed at reducing its carbon footprint and greening up the environment.
 - Rebel Soul**: Students between the ages of 12 and 16 are on campus this week for Rebel Writing Camp.
 - New Summer Issue of the Open Standard**: This edition introduces you to TRU's newest President as well as gives you the last words of advice Interim President Dr. Roger Barnsley gave to the graduating class of 2010. Also, read about the institution-wide project to change course codes and Open Learning's new funding for staff and much more.
 - Master Gardener Basic Training**: You, too, can be on the road to Master Gardener distinction for as little as \$500.
 - Earn credits for volunteering through TRU Service-Learning 100 course**: Service Learning 100 goes live @ lunch on TV
- TRU on Flickr**: A section with a header and a small icon.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:19 AM.

Create a Conflict Free timetable

- Blank Timetable/Worksheet forms are available at the Academic Advising or Admissions Office
- You must have a “conflict free” schedule
- Refer to your Course Registration Data Form and fill in your courses



FALL 2010

Student Number SAMPLE
 Student Name _____

myTRU Timetable Worksheet

Course	Section #	Course/Lecture CRN #	Lab/Seminar CRN #	Alternate Section Choice(s)
Eg. MATH 1140	01	10757	S01 10759	
1. ESAL 0420	05	10081		
2. ESAL 0470	01	10089		
3. ESAL 0480	01	10093		
4. SPAN 1110	01	10544	L01 10548	
5. Math 0300	01	11429		

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM - 9:20 AM		ESAL 0480		ESAL 0480	
9:30 AM - 10:20 AM	Span 1110 01 om 2741	01 om 2552	Span 1110 01 om 2741	01 om 2552	Span 1110 01 om 2741
10:30 AM - 11:20 AM					
11:30 AM - 12:20 PM					
12:30 PM - 1:20 PM	Math 030 01	Math 030 01	Math 030 01	Math 030 01	Math 030 01 TT 115
1:30 PM - 2:20 PM	TT 115	TT 115	TT 115	TT 115	
2:30 PM - 3:20 PM		ESAL 0420		ESAL 0420	
3:30 PM - 4:20 PM		05 om 2552		05 om 2552	
4:30 PM - 5:20 PM	ESAL 0470		ESAL 0470	Span 1110 hol A&E20	
5:30 PM - 6:20 PM	01 om 2517		01 om 2517		
6:30 PM - 7:20 PM					



Course Outlines

- Instructors will hand out the course outline the first day of class
- Keep the outline to refer to throughout the course
- The outline provides valuable information that will help you be successful in the course:
 - Instructors contact information, including office hours
 - Course description and learning objectives
 - Prerequisite to the course
 - Required textbooks
 - Course evaluation
 - Other information, unique to the course



Course Outline
School of Business and Economics
Department of Management
MNGT 248-3
Integrated Marketing Communications (4,0,0)

Instructor: NAME

Phone/ Voice Mail:

Office Hours:

Mondays 12:30 pm – 1:20 pm

Thursdays 1:30 pm – 2:20 pm

Fridays 10:30 am – 11:30 am

Course Description

This course is a study of the uses of marketing communications in our society. It focuses on the creation and management of the promotion mix as well as integrating communications from the marketer to the consumer and other stakeholder groups. Lectures, discussions, readings, exercises and projects are used to develop a greater understanding of the principles and practice of marketing communications.

Course Learning Objectives/ Outcomes

To provide the student with a basic understanding of the marketing communications principles and practices. Students will analyze and demonstrate the ability to understand terms and principles in all key areas of marketing communications.

To develop and shape critical thinking and decision-making skills through applying promotion concepts to specific communications situations and projects. Students will participate in discussions, group projects, exercises, and presentations.

To enable students to develop skills in creative development and evaluation, media planning and formal presentation skills. Students will prepare a Promotion Plan for a business including creative and media recommendations.

Prerequisites

MNGT 143. Admission to Business Diploma Program.

Texts/ Materials

Belch, G. E., Belch, M. A., & Guolla, M. A. (2005). *Advertising & Promotion: An integrated marketing communications perspective* (2nd Canadian Ed.). New York, N. Y.: McGraw-Hill Ryerson.

ISBN: 0-07-093985-3.

Recommended Reading

Marketing Magazine, Advertising Age, Marketing News.

Attendance/ Participation

Students are expected to attend ALL classes. It is students' responsibility to keep up with all required readings and material covered in class. It has been shown that there is a direct correlation between classroom attendance and grades. Please refer to TRU attendance policy for further details. Participation must be prepared to come to each class with any readings and assignments completed. Active and proactive participation in the class is expected.

Use of Technology

Students will be expected to be familiar with creating and delivering Microsoft Power Point presentations. Familiarity with library research and basic internet search abilities will also be required of each student.

Late Assignments/ Missed Exams

Late assignments (i.e. all written works) are due on the assigned date, NO EXCEPTION. If paper is not submitted on the due date & time, then **the student will lose 25% of the grade value for that assignment per day of lateness.** Missed exams will result in a grade of zero for that exam UNLESS THE INSTRUCTOR HAS BEEN CONTACTED BEFORE THE EXAM DUE DATE.

Examinations

Each exam is worth 20% of the course work. In general, make-ups will NOT be given for any missed mid-term. **Instead, a mark of zero** will be assigned. If a WRITTEN legitimate excuse is provided, the student may be permitted to have the Exam-2 weight adjusted to account for the missed mid-term.

Academic Honesty

Academic honesty is highly valued at Thompson Rivers University (TRU). **You must always submit work that represents your original words or ideas.** If any words or ideas used in a class posting or assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Please refer to TRU policy for more information about academic honesty, including consequences of academic dishonesty.

Learning Team Concepts

TRU Business School students are expected to work effectively in diverse groups and teams to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a tolerant manner toward colleagues and peers.

If you experience difficulties working with your team, you are expected to resolve them within the team if possible. However, please feel free to contact me for guidance if you have concerns in this area. In order to create structure for your Learning Team, you are urged to form Learning Team Charter for setting expectations for group process at the outset of group formation can help establish a more rewarding work experience. After each Learning Team project, you will be asked to complete a "Peer Evaluation" to assess the contributions of each member of your Learning Team (including yourself). I will take these Peer Evaluations into account when assessing individual contributions to the Learning Team projects. The forms and instructions of the Peer Evaluation (as well as other group projects of this course) will be provided to the class in Week 2 in separate messages. Working in groups may be usually more difficult than working alone. Be prepared to face the challenges of working with people (something you will do throughout your career) and avoid finger pointing at the end of the semester. Because learning Team projects are outcome-based, all members of your Learning team will generally earn the same grade for Learning Team projects. However, I reserve the right to report different grades for different Learning Team members if I see a substantial imbalance in individual contribution based on the Learning Team members' written reports and evidence. "Freeloaders" exist only if the team allows it. Do not complain at the end of the semester that a member of the team did not do his or her part. Inform the instructor at the beginning of such tendencies. We need to be able to foresee any problems, rather than taking corrective action after the fact.

Others

Please refer to the TRU Calendar (Other Student Related Policies) and the TRU Policy Manual (available at <http://www.tru.ca/policy/index.htm>). It is the responsibility of each student to be familiar with these policies.

All written work is expected to be grammatically correct with no spelling errors. Excessive errors, sloppy presentation, and poor writing will result in grade reduction.

Every **written assignment submission is to be in a 12-pt., Arial font, 1.5 spaced, justified margins, and the reference list in APA format.** The names of the students and group number should appear on the cover page.

Performance Evaluation Measures

Class Attendance			5 %
Class Participation			10
2 Exams @ 20%			40
Group Ad Critique			10
Group Debate			10
Group Term Projects			
oral presentation	10 %		
term paper	15		25
		-----	-----
	TOTAL		100 %

Have a wonderful course!



Course Changes

- In the fall and winter semester, you have until the end of the second week of class to change to a new section of a course, or to add or drop a course
- Fill in the *Course Change* form completely!
Include an email address at the top of the form



Course Change Form



THOMPSON RIVERS UNIVERSITY
 Office of the Registrar
 800 McGill Road, PO Box 9010
 Kamloops, BC, Canada V2C 5N3
 Tel (250) 828-5036 - Fax (250) 373-5960
 email: admissions@tru.ca web: www.tru.ca

INTERNATIONAL Course Change Form (Please Print Clearly)

1. Require Signatures From:

- a. Academic Advisor (except section changes)
- b. Instructor (except withdrawals)
- c. Student

2. Take Completed Form to International Admissions, OM1412

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Student Number

Surname

First Name & Middle Initial

WITHDRAWAL

--	--	--	--	--	--

Subject

--	--	--	--

Course No.

--	--

Section No.

ADD

--	--	--	--	--	--

Subject

--	--	--	--

Course No.

--	--

Section No.

X

Instructor or Chairperson's signature

Date of signature

Change from credit to audit

Change form audit to credit

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IMPORTANT

- Refer to current calendar under "International Student Policies" for regulations governing course withdrawal/add/audit procedures and deadlines in effect.

X

Instructor or Chairperson's signature

Date of signature

X

Students signature

Date of signature

X

Academic Advisors signature

Date of signature

Student Email Address: _____

3 Steps to **Add a Course** Once Classes Have Started

- 1) Meet with an Academic or Program Advisor to ensure the course is credit in your program and that it fits on your schedule, etc.
- 2) Attend the class and ask the instructor to sign the form. Note: the Instructor's signature verifies that there is space in the course for another student
- 3) Submit completed form to the Admission Office for processing and to get an updated Data Registration form



Deadline dates for course change once the semester has started

For example:

- January 20, 2012 - last day in the Winter, 2012 semester for:
 - late registration
 - program changes
 - course additions
 - change from credit to audit
- March 9, 2012 - last day to withdraw from a Winter semester course

Go to the TRU website for the schedule of Events calendar <http://www.tru.ca/admreg/dates.html>



Withdrawing From A Course

- Each semester has a predetermined deadline date for withdrawing from a course, it is approximately 8 weeks into the semester. If you wish to withdraw you must complete a “Course Change Form” and submit it to Admissions
- Note: You **do not** need the instructor’s signature to withdraw from a course
- A course withdrawal will show on your official transcript as a “W” and it **will not affect your GPA**
- **Note: International students must also have the form signed by an international Student Advisor**



If you are **waitlisted** for a course

- Attend the first day of class, and ask the instructor to sign your **Course Change Form**
- The instructor is the only person who knows for sure if there is still a seat available in the course, take the completed form to Admissions office to get your registration updated
- If you are an **International** student, then once the Instructor and your Academic Advisor have signed the form, take the completed form to the International Admissions Office to get enrolled



Check Course Prerequisite in the Course Description in Calendar! **SOCI 1210**

Introduction to Sociology 2 (2,1,0) 3 credits

In the second of the introductory courses, the focus is principally on major institutions in society such as the family, religion, politics and economy; on structured forms of inequality reflected in class, race and gender relations, and on forms of deviance and social control.

- **Prerequisite: SOCI 1110**

What's a prerequisite?

It is a course that must be successfully passed prior to continuing onto the next level



Responsibilities of a Student

- **Attend all classes**; if sick notify your instructor; get class notes that you missed from a fellow student, see a doctor, if necessary!
- Work hard to maintain a good GPA
- Read the TRU calendar to become familiar with International student policies, regulations and procedures
- See an Academic Advisor if you have questions about your program



Keep your email address and local mailing addresses current, and **CHECK YOUR EMAIL OFTEN**

Rent or Buy Your Textbooks Early!

When purchasing your books, the cashier will tell you which books are available for rent and the pricing, giving you the option to either purchase or rent the book. If you purchase the textbook you may be able to sell it back at the end of the year. Also, the bookstore sometimes has used textbooks which are less expensive than new ones.

You can order your textbooks online <http://thebookstore.tru.ca/>

TEXTBOOKS
Click here to purchase your books now...

Click here to learn more about buybacks at bookies...
BUYBACKS

TRU CLOTHING & MERCHANDISE

GENERAL INTEREST REFERENCE BOOKS &
We have partnered with a major distributor to offer you a broad selection of books.

FACULTY PUBLICATIONS



TRU Support Services

- Instructor
- Academic and Program Advisors
- Writing Centre, Math and Stats lab
- Library and Library Website <http://www.tru.ca/library/>
- Student Success courses (1 credit courses)
- Supplementary Learning
- International Student Information Sessions
- Language Labs
- Counselling department and workshops



**The Academic Advisors
look forward to being in contact with you
at least**

ONCE EACH SEMESTER VIA

- **Appointment**
 - **Walk-in**
 - **Email**
- **Telephone**

Thank you!

