

Advising Quick Guide

COURSE PLANNING

What is Degree Works?

Degree Works is a program planning tool which outlines program requirements and allows students to track their academic progress.

It includes information such as:

- Requirements completed and still outstanding
- Credits completed and credits still required
- Student course grades
- Links to course descriptions

The tool is most effective in assisting with course planning once you have declared your major. We encourage you to declare your major early in your studies.

How to declare my major and minor. Is the minor optional?

You can declare your major and add an optional minor through your myTRU account. If you wish to change your major in the future, it is possible to do so. However, we strongly advise you to seek guidance from Academic Advising and Career and Experiential Learning (CEL) before making any changes. Career and Experiential Learning can offer insights on how your chosen major can influence your career path, while Academic Advising can assist you in exploring how your existing coursework can fit into a different program.

How long will it take to complete my degree?

Most degree programs require 120 credits for completion.

Here are some examples of timelines based on course registrations per semester:

- 4 years = 10 courses per year
- 5 years = 8 courses per year

Remember, the following will delay your completion timeline:

- Required course upgrading (English, Math, Science)
- Repeating courses will delay the timeline for completion

Students may opt to take courses during the summer semester. Please note course options and availability during the summer semester sessions are limited.

Completion timelines for other non-degree programs may be discussed with your advising team.

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ACADEMIC
ADVISING
for student success

SEEK YOUR POTENTIAL

FIND YOUR PATH

FIND YOUR PROGRAM

PLAN YOUR COURSES

Welcome

What courses should I take?

Courses are classified as either core courses or electives. You may review these courses on your course planning forms and through Degree Works.

- Core courses: mandatory courses you must study to meet the requirements of your program.
- Elective courses: courses you choose to take to meet the elective course requirements of your program. Elective courses provide the opportunity to study other subjects (aside from program core courses) which interest you. Some programs require certain subjects to satisfy elective requirements. i.e.) Humanities, Social Science, Science, Non-science, General. Be sure to check Degree Works or your degree planning form for subject options.

When and how can I register?

You cannot independently register until you have successfully completed 9 academic credits at TRU. Therefore, please note registration information for New to TRU vs. Continuing at TRU student registration processes:

New to TRU:

1. Fall semester starts: The academic advising team will submit a course plan on your behalf to our registration team for your Fall and Winter semesters at TRU. You will be notified once your course registration is completed and your schedule is viewable on your myTRU.
2. Winter semester starts: The academic advising team will submit a course plan on your behalf to our registration team for your winter semester only, you will be registered for the winter semester only. You will be notified once your course registration is completed, and your schedule is viewable on your myTRU. You may contact our office for assistance with future course planning.
3. Summer semester starts: If you are a new student beginning in the summer semester, you will be registered for your summer semester only. You will be notified once your course registration is completed and your schedule is viewable on your myTRU. You may contact our office for assistance with future course planning.

Continuing at TRU:

As a continuing student, you are responsible for creating your own course plan and timetable in preparation for registration. You may then proceed with course registration on your registration priority date (posted in your myTRU account).

How to create a course plan, timetable and register for the future semesters:

1. Watch the [timetabling video](#) to learn how to create a conflict-free timetable.
2. Login to your [myTRU](#) > On-campus course registration > Plan Ahead. Select the correct term and Create a New Plan. Refer to the video if you need assistance.
3. Once your new timetable plan is complete, it is ready for submission on your registration priority date. You may do this via myTRU or email ireg@tru.ca to let them know you have created your plan and it is ready for registration.

Can I change my courses?

Your courses have been carefully selected for you based on your chosen program and academic history, course sequencing and course availability. If you would like to change a course, please contact an academic advisor to discuss course options.

Can I change my program?

Yes, you may change your program; however, some programs require a [new application](#) whereas others can be managed by submitting a change of program request through your [myTRU](#) > Academic Record > Change of Program.

Discuss career path changes with [Career and Experiential Learning](#) to ensure the program will help you attain your academic and career goals. After discussing your potential program change with a Career Advisor, please book an appointment with the Academic Advising team so we may assist with further course planning.

What if I fail a course or do not meet the minimum course grade requirement?

Core courses require a passing grade set by the program. Failing a course may require repeating it to ensure you attain the minimum grade requirements for the program and course prerequisites. In some cases, you may not be permitted to continue with upper-level coursework until an adequate grade is achieved.

Why do I need to repeat classes?

Repeating some courses may be necessary to ensure you fulfill the program requirements or course prerequisites.

Does repeating a course remove a low grade from a transcript?

All courses you take at TRU are noted in your transcript. If you repeat a course, the higher grade achieved will be noted with an "I" beside it. This indicates the grade has been included in your [GPA \(Grade Point Average\)](#) calculation; whereas the lower grade will have an "E" beside it indicating the grade has been excluded from your GPA calculation. GPA is used to assess your [Academic Standing and Probation](#).

ASSESSMENTS for Placement

Prior to planning your courses, your academic history is assessed and if you do not meet the prerequisite requirements for English and/or Math you may be required to take [ACCUPLACER testing](#) to determine the appropriate course levels prior to registration. The Academic Advising team will notify you if either of these assessments apply to you.

Why do I have to take an English ACCUPLACER?

Upon arrival to TRU, you may need to take an English ACCUPLACER to determine your appropriate level of English language study. However, if you have another [valid placement test](#), have completed grade 12 English in an English-speaking country, or have taken post-secondary English courses, you may not need to take the ACCUPLACER. Please contact your Advising team if you feel these situations apply to you.

Why do I have to take a Math ACCUPLACER?

Many programs have math courses which require a certain math level for entry. If your most recent math course does not meet our requirements a Math ACCUPLACER will be required to determine the appropriate math course placement for you.

When do I take the Math ACCUPLACER?

Typically, this needs to be taken before we can plan any of your courses. You are encouraged to book this early to avoid disappointment with course options and availability.

What ACCUPLACER score do I need?

You may review the [test score placements](#) online.

How do I book the English and/or Math Accuplacer?

Our advising team will send a request to the Assessment Center on your behalf if testing is required, following which, you will receive an email providing test booking details. These assessments are time sensitive to ensure you are accurately placed in the appropriate courses for the upcoming semester registration.

TRANSFER CREDIT

Can I receive credit for previous coursework?

You may be eligible for [transfer credit](#) for coursework completed at another institution.

Why is transfer credit important to me?

Transfer Credit can prevent you from re-taking courses at TRU which you have taken at your previous institutions. You could receive credit for these courses in your current TRU program. This saves you time and money. **What do I need to be eligible for transfer credit?**

- 1 Official Transcripts – Official document requirements vary by country. If you require assistance with determining whether your documents meet requirements, please contact the International Student Admissions team at iapply@tru.ca.
- 2 Course Syllabus – also called course outlines, curriculum, module/unit outlines/handbooks/manuals

What steps are required to have my previous education assessed for transfer credit?

- 1 Submit official transcripts to our International Student Admissions team at iapply@tru.ca.
- 2 After official documents are submitted, email our Transfer Credit team at transfercredit@tru.ca to request review of your documents for transfer credit.
- 3 Include T-ID and attach course syllabi or outlines for ALL courses you want assessed.

When will I know if I have received transfer credit?

The Transfer Credit team will notify you when transfer credit has been added to your student record. It is processed as quickly as possible. Please ensure you have provided all required documentation to prevent any delays.

Where can I find my assessed transfer credit?

Login to your [myTRU student portal](#) to view your transfer credit. If you have any questions, follow up with your Advising team regarding program applicability.

How to order an official transcript?

You must contact the institution you previously attended to request an official transcript be sent directly to TRU [International Admissions](#).

Electronic results may be emailed directly from the institution to iapply@tru.ca. Alternatively, the attested paper copies may be mailed directly from the institution to:



COURSE REGISTRATION

How many courses/credits do I have to take to be a full-time student?

To maintain full-time status, you must register for a minimum of 9 credits on campus. During the Fall and Winter semesters, you are charged a flat fee for 12 credits. If you opt to only take 9 credits, you will still be charged for 12.

What if I do not meet the prerequisites?

You will not be able to register for courses without successfully completing the prerequisites. If you have completed prerequisites and are unable to register, please contact the academic advising team for assistance.

What if I am waitlisted?

Please ensure you check your [myTRU Outlook Email](#) at least twice per day for a "[Waitlist Notification](#)". You MUST act immediately after receiving a notification:

1. Go to [myTRU](#) and accept the notification (recommended if you can self-register) or decline.
2. FORWARD the entire email to ireg@tru.ca and indicate that you want to accept the offer or decline.
3. Visit International Admissions in person to accept the offer.

We recommend you accept the waitlist notification immediately.

If you do not accept the notification within the noted time limit, you will be dropped from the class list and will need to re-register if space exists.

Can I drop or withdraw from a course?

Dropping and [withdrawing from a course](#) have two different academic outcomes and two different deadlines during the semester.

- [Dropping a course](#) = course does not appear on your transcript and course fees are refunded to your student account. Date for dropping course is within first 2 weeks of classes. Please note international students pay for 12 credits regardless of registration in fewer credits during fall and winter semesters.
- [Withdrawal from a course](#) = course appears on your official transcript with a "W" grade. No course fees are refunded. Withdrawal from a course is within the first 8-weeks of classes.

Review the semesters [important dates and deadlines](#), (including drop and withdrawal dates) on our website before making any course change decisions or speak with the advising team.

Can I register for an online course?

Please discuss online course registrations with your Academic Advisor to ensure the course you are wanting to take will provide credit in your program.



ACADEMIC RESOURCES

Are Academic Resources available?

- 1 Planning accordingly with [TRU Important Dates and Deadlines](#)
- 2 Drop by the [Math Help Centre](#) and/or hire a private tutor
- 3 Track academic progress with [Degree Works](#)
- 4 Explore [Academic Planning Tools & Resources](#)
- 5 Book an appointment with the [Writing Centre](#)
- 6 Utilize [TRUSU Computer Science Club Support Lab](#)
- 7 Attend [Supplemental Learning](#) sessions
- 8 Review the [Advising FAQs](#)
- 9 Learn from a [Peer Academic Coach](#)
- 10 Check out the [Economics Help Centre](#)

OTHER

Where can I get information about fees and payments?

You may review your account summary in your myTRU account and visit the registration team or finance to discuss payments and outstanding fees.

Who can I talk to about my Study Permit and Visa?

Connect with your ISA (International Student Advisor) or email isa@tru.ca. You may also contact a Regulated International Student Immigration Advisor at risia@tru.ca.

How do I resolve the hold on my account?

Please contact the International Registration team at ireg@tru.ca to discuss any holds on your account.

 Location: OM 1100 (across from Starbucks)

 Phone: 250-828-5075

 Hours: Monday - Friday, 9:00 a.m. - 4:00 p.m.

 Email: advising@tru.ca

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Welcome

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