

### Notification of Admission

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

### C C C J

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

### Certificate in Criminology and Criminal Justice Application Procedures

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

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

*Note: Candidates who are applying for admission to a certificate program under the University's Adult Learner policy should also complete the application describing educational background, work experience, and academic plan. Follow the Adult Learner admission policy, consult Section A. Under Admission.*

### Application Deadlines

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

### Notification of Admission

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

## F. Registration

Registration is the process whereby students choose courses for an academic session and confirm this selection of courses with the Registrar's Office. The University offers courses in different periods of time or sessions:

Academic Year	September to April
Semester One	September to December
Semester Two	January to April
Intersession	April
Summer Session	July to August



## Course Numbers

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

### 1. First Digit

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

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

### 2. Second/Third Digit

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

### 3. Fourth Digit

The fourth digit designates the credit value of the course:

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

## Course Sections

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

## Withdrawal from Course (academic year)

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

## Repeating Courses

Students require the permission of the Department Chair in order to repeat a course.

Office. This approval is not automatic and it is given at the discretion of the Registrar's Office of both universities.

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

1. students in second, third, and fourth years taking more than the 30 credit- hour load will not normally be approved for courses at UNB.
2. students who have had experience as drop-outs or failures in UNB courses normally will not be approved for courses at UNB.
3. approval of UNB courses is tentative in the sense that it is open to review within a reasonable time by either university. UNB also reserves the right to limit spaces in their courses.
4. students should ensure that they have the appropriate prerequisite background for the proposed courses.

*Note: Students are reminded that the UNB schedule of courses addition and deletion is in force for an UNB course in which the degree. The date of addition from the STU schedule. All changes to the degree in UNB courses must be recorded on the appropriate STU form and approved by the Registrar's Office.*