



# FIC ENROLMENT GUIDE

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## Overview

The purpose of this guide is to provide a comprehensive list of enrolment policies and guidelines at Fraser International College (FIC). All students must adhere to these policies. For Academic Policies and Student Code of Conduct, please see <http://www.fraseric.ca/policies-and-procedures>.

## General Enrolment Policies

### Enrolment Terms and Conditions

I consent to FIC collecting, storing, and using my personal information in the manner and for the purposes set out in FIC's Privacy Policy, which includes admission, registration, graduation and other activities related to FIC's programs, and communication with me regarding my program, courses, campus and student activities and opportunities and the programs and services offered by FIC. I hereby consent to FIC disclosing my personal information to third parties in the manner set out in FIC's Privacy Policy, which includes:

- disclosure to enrolment agents acting on my behalf
- disclosure to SFU to process my application(s) to transfer from FIC to SFU
- disclosure to the SFU Residence and Housing Department in support of my application for student housing at SFU
- disclosure to Navitas Limited and its affiliates for the purpose of communication regarding programs and services offered by Navitas Limited and/or its affiliates

I acknowledge that if I do not consent to the collection, storage, use and/or disclosure of my personal information, I may withdraw my consent by written notice to FIC (see the FIC Privacy Policy for contact information), provided that despite such notice, FIC will be permitted to collect, use and disclose personal information in accordance with the applicable legislation.

### Declaration

- I authorize FIC and SFU Residence and Housing Department to share any information pertaining to my application, welfare or status while I am a student with FIC.
- I authorize FIC and SFU to disclose information to each other regarding the application process to SFU.
- I authorize FIC to obtain official records from any other educational institution attended I have attended.
- I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in this brochure or on the FIC website and I have sufficient information about FIC to enrol.
- I understand that fees may increase. I accept liability for payment of all fees as explained in this brochure or on the FIC website, and I agree to abide by the Fee Refund Policy and

Withdrawal Policy which is current at the time of my studies at FIC. I have also read the section in this brochure or website relating to costs of living and I understand that living expenses in Canada may be higher than in my own country and I confirm that I am able to meet these costs.

- I understand that after I commence my FIC program, I must complete a minimum of 30 units (10 courses) before I am eligible to transfer for SFU.

I authorize FIC to make changes to my timetable if and when necessary, in the event of class cancellations, prerequisites or other enrolment conditions.

### Enrolment conditions

- Where a tuition fee is payable on a selected subject, I agree to pay the full fee due prior to commencement of study, or to make an appointment at FIC Reception to discuss payment of fees and any other charges.
- I am aware that when I make a subject selection, I am making a promise to pay fees for that subject. If I later withdraw or defer from that subject, I may still be liable for any fees due for that subject.
- If I wish to withdraw from a subject or program, I must do so in writing to FIC Reception and/or attend an interview with a Student Success Advisor.
- If I have not already made an arrangement for payment of fees, I am aware that if I do not pay my fees before the start of the semester, I am liable for a late payment penalty.

### Add/Drop Policy

*Note: Students must take a minimum of 4 courses at the UTP Stage I level, and 3 courses at the UTP Stage II level to maintain full-time status. Students in the Mixed Program must take INTG100 plus 1 course at the appropriate stage to maintain full-time status.*

During the first week of classes, students can add or drop courses through the Student Portal as long as there is space available.

Starting in week 2, students can only drop courses on the Student Portal. Students must be taking the minimum course load before they can drop a class.

It is the responsibility of the student to check their timetable on the portal to see if the course has been dropped or not. Students must attend the classes listed in their timetable. Students who drop (withdraw) from individual courses during a semester may be penalized. See <http://www.fraseric.ca/policies-and-procedures> for refund policy information.

Week 1	Week 2	Week 3-4	Week 5-6	Week 7 +
<ul style="list-style-type: none"> <li>• Add</li> <li>• Change</li> <li>• Drop</li> </ul>	<ul style="list-style-type: none"> <li>• Drop without WD grade</li> </ul>	<ul style="list-style-type: none"> <li>• Drop with WD grade</li> <li>• Tuition credit</li> </ul>	<ul style="list-style-type: none"> <li>• Drop with WD grade</li> <li>• No tuition credit</li> </ul>	<ul style="list-style-type: none"> <li>• N grade</li> <li>• No tuition credit</li> </ul>

## Co/Pre-Requisite Policy

The following courses may only be taken concurrently (at the same time): ENSC100, ENSC105, PHYS140, MATH151 (unless this course has already been completed) PHYS 141, MATH152 (unless this course has already been completed)

The following subjects have pre-requisites:

<b>Course</b>	<b>Pre-requisite</b>	<b>Grade</b>
<b>BISC101</b>	BISC100 or High School Biology 12	BISC100 with a C- grade
<b>BISC102</b>	BISC100 or High School Biology 12	BISC100 with a C- grade
<b>BUS251</b>	9 credits of UTPII courses	C-
<b>CHEM121</b>	BISC100 or High School Biology 12	BISC100 with a C- grade
<b>CHEM122</b>	CHEM121	C-
<b>CHEM126</b>	CHEM121	C-
<b>CMPT130</b>	Must qualify for MATH151 or Math Check	26 or above MATH CHECK score or MATH100 with B grade
<b>CMPT135</b>	CMPT130	C-
<b>ECON260</b>	ECON1034	C-
<b>ENGL112/113/115</b>	9 credits of UTPII courses	C-
<b>ENSC100</b>	9 credits of UTPII courses	D
<b>HIST204</b>	HIST102 / WL101 / ENGL112 / ENGL115	C-
<b>MACM101</b>	Math Check score or MATH100 or MTH101 and MTH103	26 or above MATH CHECK score or MATH100 with a B grade or B in MTH101/MTH103
<b>MATH100</b>	Math Check score or MTH099 or MTH101 and MTH103	9-19 B+ C
<b>MATH151</b>	Math Check score or MATH100 or MTH101 and MTH103	26 or above MATH CHECK score or MATH100 with B grade B in MTH101/MTH103
<b>MATH152</b>	MATH151	C-
<b>MATH157</b>	Math Check score or MATH100 or MTH101 and MTH103	20 or above or MATH100 with a C- grade or C- in MTH101/MTH103
<b>MATH232</b>	MATH151 or MATH157 or MACM101	C- in MATH151 or B in MATH157 or B in MACM101
<b>POL232</b>	POL100	C-
<b>POL241</b>	POL100	C-
<b>PHYS141</b>	PHYS140	C-
<b>PSYC109</b>	9 credits of UTPII courses	C-
<b>PSYC201</b>	PSYC100 or PSYC102	D
<b>PSYC250</b>	PSYC102	C-

<b>WL101</b>	9 credits of UTPII courses	C-
<b>WL201</b>	HIST102 or WL101 or ENGL112 or ENGL115	C-

## **Cancellation of Enrolment**

The College may cancel the enrolment of any student who has gained admission to the College by misrepresentation, by falsification of documents or by other fraudulent means, or who has failed to fulfil the normal requirements for admission or enrolment, or for any act of grave misconduct associated with either the academic program or staff/student(s) of the College.

## **Course Overload Policy**

Students wishing to study 5 courses must complete a '*Course Overload*' form available from the Student Portal and seek approval from a Student Success Advisor. With special permission from a Student Success Advisor, students may be allowed to take a maximum of 5 courses.

In order to be eligible to take 5 classes in a term, a student must have passed all of their courses in the previous semester with a minimum term GPA of 2.0. The Course Overload form can be submitted to a Student Success Advisor after the release of final grades from the previous semester for review. Please note that submitting an application does not guarantee approval.

## **Course Repeat Policy**

Students may repeat a specific course up to two times during their FIC course of study. Three (3) times is the maximum number a student can study the same course. Courses which have been awarded a 'WD' or 'DE' grade will not be considered. Students must be aware of the course repeat policy for their specific program, as they may differ from FIC's general policy:

<b>Program</b>	<b>Repeat Policy</b>
Business Administration	Students will only be allowed to repeat a maximum of 2 of the 10 courses for admission. A course may only be repeated one time for admission to SFU Business.
Applied Sciences (Computing Science & Engineering)	Required courses may only be repeated once.

## **Enrolment in Classes Outside of Program Policy**

Students may find that not all the courses offered during the semester are available on their enrolment page to select. While students are guaranteed enrolment in the courses they require to transfer to SFU in their pathway program, enrolment in preferred elective courses is not a guarantee. Priority is always given to students who require those courses in order to complete their pathway requirements, and extra space may be available after this time. Student are also encouraged to confirm that courses which are not available on their enrolment page will count as an elective course toward their program.

## **Math Check Placement Policy**

Prior to beginning studies in any UTP Stage II Math class, student must either successfully complete MTH101 & MTH103 (Stage I), MATH100 (Stage II), or take the Math Check placement. Students will then be advised into the appropriate level Math course. Students admitted to UTP Stage II Science or UTP Stage II Engineering are required to write the Math Check in person at FIC before the start of the semester. Students in other programs may write the online test.

## **Reduced Course Load Policy**

A full course load is 4 credit-bearing courses per semester. A minimum course load is 3 courses. Only students who have completed the course requirements for their program may be eligible to drop below the minimum course load and take 2 courses. Students must also have a minimum CGPA of 2.35. You must complete the Course Drop Forms Weeks 3-13 and see a Student Success Adviser to take a reduced course load. Please note that application for a reduced course does not automatically guarantee it will be granted.

As your study permit requires you to be a full-time student (enrolled in a minimum of 3 courses), we strongly recommend speaking to an Immigration Consultant before making the decision to study part-time. In some circumstances, there can be implications to your study permit and your ability to stay and work in Canada upon completion of your studies.

## **Student Responsibilities**

- It is the student's responsibility to check their current timetable located on the Student Portal, on a regular basis. It is NOT advised to take a photo of your schedule due to room and class changes that can happen in the first week of class
- It is the student's responsibility to attend the classes on their timetable. If you are attending a class where your name is not called during attendance, the student must inform the instructor and Advising.
- It is the student's responsibility to understand their program requirements and select classes accordingly.

## **Termination Policy**

Students may be required to withdraw (RTW) for academic or non-academic misconduct, according to FIC's Code of Conduct. A student will be required to withdraw from the college if she/he attains a 0 GPA for two semesters in a row, fails Reboot, is unable to achieve a term GPA of 2.0 for three semesters, or breaches the FIC code of conduct.

Neglect of work, non-attendance, non-payment of tuition fees or misconduct may lead to a student being terminated from his/her program of study.

## **Writing and Math Course Policy**

- No student shall be enrolled in a designated writing course until they have completed 9 credits of UTPII level studies
- Students may not repeat a lower level math course after passing high level math courses (i.e. MATH100 may not be taken after a passing MATH151)
- With the exception of MATH152 & MATH232, students may not take more than one math class per term.



# University Transfer Program I (UTPI) Policies

## 70% Jump Rule

Students who have completed 12 years of study in their home country may be eligible to "Jump" to UTPII if they successfully complete four UTPI classes with a minimum 70% average. The determination is made at the time of admission if the student is eligible for this potential exemption and will be stated on a student's letter of offer.

Once an eligible student has passed a minimum of 4 classes, their average percentage is calculated. Students do not need to have a minimum of 70% in every class to remain eligible, but the average of 4 must be 70% or higher. Students who take INTG100 will have 6 classes completed at the time their average is calculated, and their top 4 will be used to determine their eligibility.

FIC's Advising Team will automatically determine which students are eligible to 'Jump' to UTPII at the end of each semester and notify the students of the outcome.

## UTPI to UTPII Jump Appeal

Students who have completed a minimum of 4 UTPI courses and have achieved a minimum average of 90% may be eligible to appeal to move directly to UTPII. Students must also demonstrate an extenuating circumstance in order to be considered for the request.

## UTPI Policy

Students enrolled in UTPI must complete 8 courses with a GPA of 2.5. This includes UNI101, IUW100 or INS101/I02, one/two math classes based on your UTPII stream and additional electives to a total of 8. Select your electives based on the program you are planning to attend in Stage 2 and see an advisor for assistance with course selection.

Program	Arts & Social Sciences Communication, Art & Technology Environment (BA/BEnv) Health Science (BA)	Business Administration	Computing Science Engineering Science Health Sciences (BSc) Environment (BSc)
Required	INS101 INS102 UNI101	INS101 INS102 UNI101	UNI101
Highly Recommended	MTH099 IUW100 WIS100	BUS108 ECN100 COM002 IUW100 PHIL120	MTH101 MTH103 IUW100 COM001
Electives	BUS108 COM001 COM002 MTH101 MTH103 ECN100 PHIL120	COM001 MATH099 WIS100 MTH101 MTH103	BUS108 ECN100 MTH099 PHIL120 COM002 WIS100

## Blended UTPI Policy

Certain circumstances may result in UTPI students having completed between 5-7 courses. The Blended UTPI program allows those student to have a full-time course load as well as supporting their academic success. Students who meet the following criteria, will be invited to take a combination of UTPI and UTPII courses:

- Completed a minimum of 5 courses
- Achieved a 2.35 CGPA

In the event of academic difficulty, students **must** drop UTPII classes before UTPI. Students who do not meet the following criteria will have the opporunity to submit a supplemental application

## Academic or English Language Entry

### Cornerstone Program

Students enrolled in Cornerstone must maintain a minimum 80% attendance level as well as satisfactorily complete all assignments to pass Cornerstone. Students who do not pass Cornerstone will only be allowed to repeat it once. Students who do not pass Cornerstone are not eligible to progress to UTP Stage II, or transfer to SFU.

### Integrated Learning Skills

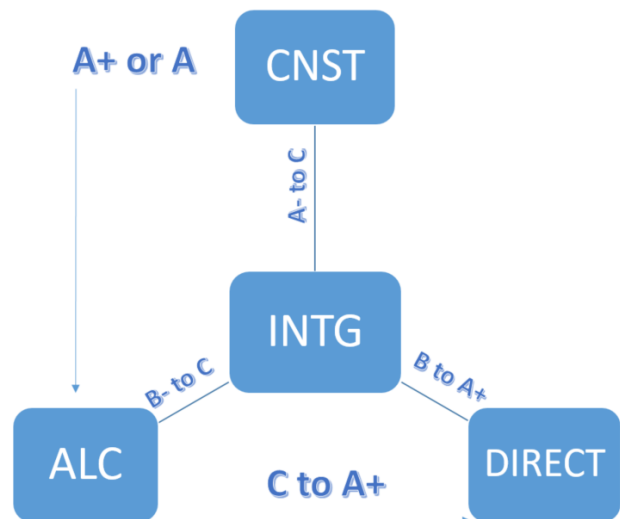
All students entering UTPII must enroll in the free, non-credit course Integrated Learning Skills (ILS). Students enrolled in ILS must maintain a minimum 80% attendance level as well as satisfactorily complete all assignments in order to pass ILS. Students who do not pass ILS will only be allowed to repeat it once and will be subject to a \$500.00 fee for the course. Students who do not pass ILS are not eligible to transfer to SFU.

### Academic Literacy Course

Depending on prior English language levels, students entering FIC may be required to enrol in the non-credit course Academic Literacy (ALC). Students who do not pass ALC will only be allowed to repeat it twice.

Students who do not pass ALC within three attempts will be required to withdraw. Students who exceed direct-entry English language requirements will be exempted from this requirement.

See <http://www.fraseric.ca/apply-today/admissions-requirements> for further details regarding admissions requirements



Students who receive a C- to F must repeat CNST, INTG, or ALC