

## FREQUENTLY ASKED QUESTIONS



*You asked. We answered.*

Some of our more frequently asked questions are below, but you can talk to an Academic Advisor at any time. We have booked appointments and drop-in advising sessions, but you can always email us at [advising@capilanou.ca](mailto:advising@capilanou.ca)

Remember:

*“The only stupid question is the question that is never asked.” Ramon Bautista*

### 1) What is the difference between Counselling and Academic Advising?

An Advisor helps students learn about the content of programs through academic and program planning, including which courses to enroll in for a specific program. See [Academic Advising](#).

A counselor assists students with finding their career path, determining personal goals and identifying core values. See [Counselling & Learning Support](#).

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### 2) What is considered full-time?

Students are considered full-time if they register in a minimum of 9 credits per term (fall and spring).

Students should consult with Financial Aid and Awards if they are in receipt of a loan, scholarship, bursary or grant that defines the number of credits needed to be full-time. More information is available on the Financial Aid and Awards website: <http://www.capilanou.ca/financial-aid/>

Athletes should also consult with the Athletics and Recreation Officer in terms of maintaining eligibility for a Blues varsity team. More information is available on the Campus Recreation website: <http://capilanou.ca/campus-rec/> and on the Capilano University Blues Athletics website: <http://athletics.capilanou.ca/landing/index>

### 3) Do you offer Career Counselling or support?

Absolutely! We have a team of professionals on campus to help you with things like resume writing, developing a LinkedIn profile, preparing for interview and doing labor market research. Please visit the following websites for a complete list of services and contacts: <http://capilanou.ca/services/Career-Resource-Centre/> and <https://www.capilanou.ca/career-development-centre/>

### 4) Do you offer services for students with disabilities?

Yes, and we encourage students with disabilities to self-identify and begin their educational planning in a confidential, supportive environment several months before classes begin. Please visit our Accessibility Services office for more information: <http://capilanou.ca/services/accessibility/>

### 5) How can I internationalize my program at Capilano?

Great question! Students have the opportunity to internationalize their Capilano program through a full-term exchange or shorter term field schools and summer schools. A complete list of our exchange partners and upcoming study abroad opportunities is available online here: <http://capilanou.ca/study-abroad/>

P.S. Become a Study Abroad Ambassador – it looks great on a resume and you will gain valuable public speaking skills. You can share your experiences and your wisdom with those likeminded around you.

### 6) I am in a particular program. How will I know which courses to take next term?

Program requirements (i.e. courses required to successfully complete a program) are listed in the online University calendar and on individual program webpages.

To locate your program in the online University calendar, please visit the following link: <http://capilanou.ca/current/calendar/>

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To locate your program requirements on individual department pages, please visit our online A-Z listing of programs. The list of program requirements can be located using the drop down menu located on the left-hand side of each page:

<http://capilano.ca/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=19629>

Once you have located your program and course requirements, you can identify which courses are offered during the current term via the myCap Visual Schedule Builder: <http://capilano.ca/current/mycapschedule/>

Course pre-requisites and co-requisites are provided for each course. If you haven't met the pre-requisites, you will receive an error message confirming this and you will be prevented from registering in the course until the pre-requisites have been met. If you believe you have met the pre-requisites, please contact the Advising Centre for assistance.

For assistance with registration, please be sure to visit our Registration Tutorials page <http://capilano.ca/how-to-register/> and our myCap Step-By-Step manual: [http://capilano.ca/uploadedFiles/content/audiences/current/general/myCap\\_Schedule/myCap%20%20Schedule%20Manual.pdf](http://capilano.ca/uploadedFiles/content/audiences/current/general/myCap_Schedule/myCap%20%20Schedule%20Manual.pdf)

### 7) How will I know which courses to take?

Course Planning workshops are offered before fall and spring registration. For information about future sessions, please see [Academic Advising](#).

Each program at Capilano lists the required courses on their webpage. Go to [Programs & Courses](#) for a complete listing of programs. If after reviewing the program webpage you still have questions, please contact the [Advising Centre](#) for an appointment at 604-984-4900 or [advising@capilano.ca](mailto:advising@capilano.ca).

### 8) I am a First Nations student. Do you offer additional support for me?

The First Nations Student Advisor and the First Nations Liaison Officer, assist students with course selection, registration, and personal matters. They also liaise with First Nations Band Education officers and University instructors.

The Centre provides a support network for First Nations students at Capilano University while helping First Nations culture to flourish in the university community. The Centre is where First Nations students can gather to study, share, and socialize in a relaxed atmosphere where everyone is welcome. The Centre is located in Library room 196, on the ground floor next to Capilano Student Union Lounge. The Centre offers many services which you can preview online here: <http://capilano.ca/first-nations/>

### 9) How do find the admission requirements for a particular program?

Admission requirements are listed in the university calendar and on the individual program webpages.

## FREQUENTLY ASKED QUESTIONS

To locate your program in the online University calendar, please visit the following link: <http://capilanou.ca/current/calendar/>

To locate your program's admissions requirements on individual department pages, please visit our online A-Z listing of programs. The list of program requirements can be located using the drop down menu located on the left-hand side of each page:

<http://capilanou.ca/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=19629>

### 10) Which courses will be available in future terms?

Course availability is outlined in myCap schedule located <http://capilanou.ca/how-to-register/>. Login to your account and select the semester you are interested in. Input the course subject name or course title into the blank field. Select the course you are interested in and it will appear in the schedule. Please note that students register for courses on a term by term basis. You can review the course offerings from previous terms to see if a course may be offered in an upcoming term, but this is not a guarantee.

### 11) How can I see how a course transfers to another post-secondary institution in British Columbia?

Students are able to access an online database known as the BC Transfer Guide: [www.bctransferguide.ca](http://www.bctransferguide.ca)

Students can learn about the BC Transfer System, how to successfully transfer, the different types of transfer credit, and understand how to move from another university or province.

### 12) How can I request transfer credit from a college or university outside of British Columbia?

Students from other provinces and countries do have the opportunity to request transfer credit for past course work. You must provide a final, official transcript from the issuing institution and detailed course outlines/syllabi with certified translations of all documents where the originals are not in English.

The information in the detailed course outline(s) issued by the originating institution should include the following:

- A statement of course objectives
- A detailed outline of the units or modules of the course
- The number of weeks duration (excluding final exam period) of the course
- Hours per week of lecture, as well as laboratory/tutorial/seminar/studio work
- Hours per week of required open laboratory work, or open studio work
- The method of evaluation and grading
- The textbook(s) used
- The credit value of the course

Where a significant amount of this information is lacking, the request for transfer credit may be denied.

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Note that college/university calendar descriptions should not be accepted in lieu of course outlines for transfer credit evaluation.

### 13) How do I know when my Transfer Credit will be applied to my student record? Who can I contact for an update on the status of my transfer credit?

Once your transfer credit has been assessed and processed, you will be notified via email. You will then be able to review your assigned transferred credits via your Capilano student information web service: <http://webapps.capilano.ca/login>.

Transfer credit will appear before Capilano course work. To review your unofficial academic transcript, please use the Student Records menu.

If your transfer credit has not been applied and you would like an update on the status of your transfer credit, please email [transfercredit@capilano.ca](mailto:transfercredit@capilano.ca) from your Capilano student webmail account. You will need to indicate your full name, student number, and issuing institution.

### 14) I have a program planner from when I started my program. I am coming back after taking time off. Should I still use it?

Program requirements can and do change. It is best to meet with an advisor to verify the currency and accuracy of your program profile.

### 15) What are breadth electives?

Most programs at Capilano require students to take courses outside their primary area of study. These courses may be called breadth electives, Arts and Sciences electives, general electives or university transferable electives. Refer to the online University calendar and individual departmental websites for program requirements.

### 16) What are lower level courses and upper level courses?

Most degree programs at Capilano also have a certain amount of credits requires at both the upper and lower levels. Upper level refers to 300 and 400 level courses. Lower level refers to 100 and 200 level courses.

### 17) What are Humanities courses?

Humanities courses include Art History, Chinese, Creative Writing, English, French, History, Japanese, Linguistics, Philosophy and Spanish.

### 18) What are Social Sciences courses?

Applied Behavioral Analysis, Anthropology, Criminology, Economics, Human Geography, Political Science, Psychology, Sociology and Women and Gender Studies.

### 19) What courses are designated as Lab Science? What are regular Science courses?

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Laboratory Sciences must be at the 100 level or higher and must have a minimum two hour lab component per week and exclude any Applied Science or Computing Science courses. Some courses may have registration restrictions. Courses include (but are not limited to) the following:

- Astronomy (ASTR 107)
- Biology (BIOL 104, 105, 106 & 107, 110, 111, 112, 113, 204, 205, 210, 212, 213, 214, 215, 220, 221)
- Chemistry (CHEM 110, 111, 154, 200, 201, 205, 206),
- Geography (GEOG 112, 114, 212, 214, 221)
- Human Kinetics (HKIN 103, 116, 117, 190, 191, 205, 216, 217, 241)
- Physics (PHYS 104, 108, 110, 114, 115)

Science courses be at the 100 level or higher. Some courses may have registration restrictions. Course can include (but are not limited to) the following:

- Applied Science
- Astronomy
- Biology
- Chemistry
- Geography
- Human Kinetics
- Physics

### 20) How do I know if a course carries Canadian Studies credit?

The Canadian Studies credit designation for courses is listed on the individual course descriptions and on the myCap schedule. Canadian Studies credits include the following courses:

- ANTH 204, ANTH 205, ANTH 206, ANTH 208
- BIOL 105
- ENGL 203
- GEOG 208
- HIST 110, HIST 111, HIST 205, HIST 208, HIST 209
- POL 104, POL 202, POL 204, POL 208

### 21) Do I need a quantitative/analytical course?

Check your program requirements – most degree programs at CAPU will require a Quantitative/Analytical course. To be considered Quantitative/Analytical, a course must have quantitative (numerical, geometric) or formal (deductive, probabilistic) reasoning as part of its primary subject matter.

If you are looking for the courses that fulfil the Qualitative Analytical requirement, you may find more information about this requirement <http://www.capilanou.ca/Quantative-Analytical-Courses.html> and the list of courses <http://www.capilanou.ca/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=41389&libID=41425>

## ***FREQUENTLY ASKED QUESTIONS***

Unsure? Meet with an advisor to help you with course selection.