FAQ QUESTIONS

Definitions

The terms listed below are defined to assist in using My Progress

Catalog – The academic year you started your program.

Completed – courses or requirements that you have successfully finished with a passing grade.

Degree Audit (DA) – A degree audit is a computer-generated analysis that enables you to assess your academic progress and outstanding requirements. The degree audit matches the courses that you have taken with the requirements of your program. Degree Audit is a list of required courses students must complete within an academic program.

GPA (Grade Point Average) - Weighted GPA uses the grade achieved and credit units assigned to the courses.

A) **GPA Term** – Term GPA is a grade point average based on the courses the student registers in each term.

B) **GPA Cumulative** – Cumulative GPA is a grade point average based on the Degree Audit or required courses within the program and the courses the student has registered in at Fanshawe College. The cumulative GPA provides an indication of a student's progress towards GPA requirement for graduation.

In Progress (IP) – courses that you are currently registered in.

Levels - Program curriculum is often defined by Level (or term) to show academic progression through the program.

Not Started – courses that need to be completed as part of your program but have not yet started.

Other Courses – any course taken at Fanshawe College that is not part of your program.

Part-time Studies - Part-time studies programs are default or place holder programs for students who are studying on a part-time basis. If you are a part-time student working toward graduation from a program at Fanshawe, please use the "What if" section to select the program you are working on and evaluate your status in the program.

Pre-registered (PR) – courses that you are registered in for the upcoming semester.

Requirement – is a summary of the courses and other academic experience a student must complete in order to graduate from a program.

Residency - To be eligible for any College approved credential, you must be enrolled and complete at least 25% of that program's credit units at Fanshawe College.

Subrequirements – are smaller grouping of courses or other academic experience when combined together becomes the Requirement.

Terms – The College Academic Year is divided into terms. Typically fall, winter and summer.

TE (Transfer equivalency) – External credits granted by Fanshawe College for a Fanshawe College course on the basis of previous post-secondary academic achievement at another approved institution or as defined in an approved articulation agreement. Courses will have at least 75% comparable content-learning outcomes and a minimum grade of 'C' must have been achieved to grant the external credit. Some courses or programs may have exceptions to the minimum grade. An external credit assessment fee is required.

1.   What is the purpose of the My Progress?

My Progress is designed to:

A)   help you understand your program requirements. It shows you what courses you have taken and what courses you need to take in order to complete your program and graduate. It is a record of your progress in the program. You can see the final grades you received, as well as your overall GPA.

B)   assist you if you are thinking of another program. You will be able to view what courses are transferable to another program.

2.   What does "Unofficial Planning Tool" mean?

My Progress provides you with a 'snapshot' of your progress so far. It is not meant to be comprehensive or definitive.

3.   What does "Program requirements will be confirmed in July" mean?

There are occasionally changes to program curriculum and requirements. Changes are announced in July and are effective in September.

4.   How do I change my program?

You'll need to apply to the new program of your choice. This is usually done through Ontario Colleges, but there are some exceptions to this. Your Student Success Advisor can explain the process to you. Contact your SSA to book an appointment.

5.   How do I find program information?

To learn more about full-time programs and apprenticeships http://www.fanshawec.ca/programs-courses. To learn more about Continuing Education programs http://www.fanshawec.ca/continuing_education.

6.   If I would like to change programs, where do I find the admission requirements?

Admission requirements vary by program. You can select the program(s) you are interested in http://www.fanshawec.ca/programs-courses/full-time-programs. Click the red 'More Program Info' button then look under 'Admission Requirements' tab.

7.   How do I know if a program is open or when it is being offered?

The deadline date to apply for equal consideration for full time Post-Secondary programs is February 1. Many programs close to any further applications on February 1 due to the large number of applications that we have received. If a program is still accepting applications, it will appear on the http://www.fanshawec.ca/admissions/open-programs list.

8.   How much will the new program cost?

Tuition and ancillary fees are listed by http://www.fanshawec.ca/admissions/tuition-fees. Tuition fee invoices are sent by mail and are also available in WebAdvisor in June for fall term, November for the winter term and March for the summer term. For students in a part-time status, fees are calculated on a per-course basis.

9.   Who do I contact if I want more information about changing programs?

Student Success Advisors are available to meet with students in each school, contact your SSA to book an appointment.

10.   How long do I have to complete my program?

Students must meet the academic standards and current competencies of the program in order to graduate. From initial registration, there is a maximum of seven (7) years (full-time or part-time) to complete program curriculum. Students extending beyond that time frame and/or not meeting the standards/competencies will be assessed to determine if upgrading measures are necessary or available.

11.   How do I find my grades or transcript?

Fanshawe College adheres to the Government's Freedom of Information and Protection of Privacy Act that states we cannot release any grades or specific information on a student, without written permission from that student. Therefore, we do not release grades or transcript information over the phone or by email.

Transcripts, mid-term and **final grades** can be viewed on the WebAdvisor account by viewing either the View Grades or Transcripts options in the Academic Profile section in the Student Menu. Students/graduates can request an official transcript. Each person is entitled to five free copies of an official transcript each year. Additional transcripts are $6.00 each.

For information on requesting an official transcript, please visit our Grades and Transcripts web page. All requests for transcripts must be in writing with the signature of the student. There is a five (5) business day turnaround for the processing of the request (could be longer for Nursing transcripts/credentials).

12.   How do I know which courses are transferrable or can be reused in another program?

You can use the proposed program options in My Progress to determine if you can use courses from your previous program towards another program. It is also strongly recommended that you meet with your new Program Coordinator or Student Success Advisor to determine if any additional credits would be eligible to transfer to the new program.

13.   How do I know when the courses I need will be offered?

Courses availability varies by term. If you are missing a course and would like to discuss when you can take it, please contact your Student Success Advisor.

14. How do I know which courses are still outstanding in my program?

Outstanding courses are listed as 'course needed' in My Progress.

15. Where can I find the minimum grades required?

A passing grade (minimum D) is required for all courses. If a higher grade is required it will be listed in My Progress.

16. How do I calculate my GPA?

You can determine your GPA (Grade Point Average) by following the steps listed
http://www.fanshawec.ca/admissions/registrars-office/policies/grade-point-average-gpa.

17. Will my External or Internal credits appear on the Program Evaluation Summary?

Yes, provided your application for External Credit or Internal Credit has been processed and approved.

18. Why am I not getting results for the program I selected?

Some programs have no degree audit or academic requirements to graduate (e.g. Part-time Studies programs, CEPT1, PSPT1, GAS2, etc.). If you are a part-time student working toward graduation from a program at Fanshawe, please use the "What if" section to select the program you are working on and evaluate your status in the program. To return to the menu, click 'Ok' and then re-select My Progress to request a "What if" evaluation.

19. What if the program I want is not on the list?

Some programs have no degree audit or academic requirements to graduate (e.g. Part-time Studies programs, CEPT1, PSPT1, GAS2, etc.). If the program is not part-time studies, we recommend you contact the Program Divisional Office for assistance and information.

20. Can I transfer my program credits to General Arts and Science in order to complete my studies?

Yes. General Education electives will transfer to GAP1 as program electives; however, you will need to meet the program curriculum requirements in order to complete your certificate or diploma. Please note: only the General Studies Major, and its associated requirements, is referenced in the 'what if' scenario field. For more information about other General Arts and Science (GAP1) majors or more information about your potential standing in other GAP1 program majors, please consult the School of Language and Liberal Studies, A2003.

21. Can I transfer to English Second Language (ESL) studies from a vocational program?

This is possible. Please refer to the School of Language and Liberal Students, A2003 for information and assistance with this inquiry.

22.   I still have questions regarding My Progress, who do I contact?

Any questions about My Progress can be directed to your <u>Student Success Advisor</u> or your program coordinator.