

# **GPRC - FREQUENTLY ASKED QUESTIONS**

## **1. When should I apply?**

GPRC starts accepting applications October 1<sup>st</sup> each year. You can **apply online** by accessing our homepage at [www.gprc.ab.ca](http://www.gprc.ab.ca) or fill out an application form and hand it in to the Student Services Admissions. A one-time \$70 application fee will be required. New students accepted into new programs may register in classes commencing May 1. Continuing students may register in classes anytime after April 1 for the following fall/winter terms.

## **2. I just received my admission letter from GPRC. How do I register in my courses?**

Your admission letter will outline your next steps. Be sure to read it carefully. Before registration is complete, a \$250.00 non-refundable tuition deposit must be paid (\$500 for Harley-Davidson® Technician and Perioperative Nursing programs). The procedure for course registration is dependent on your program of studies. If your program is already pre-set, the Registrar's Office will send your schedule including instructions on how to register online. Other programs may require you to develop your own timetable and register either in-person or by using the GPRC automated web registration system. Should students require assistance with their timetable, they are encouraged to book an Academic Advisor appointment in Student Services by calling 780.539.2911 or toll free 1.888.539.4772.

## **3. I am not sure which courses to take. What is my next step?**

Academic Advisors are available to assist with course planning throughout the academic year. Academic Advisors will help you schedule the appropriate courses for your program. However, students are encouraged to familiarize themselves with their program of study provided in the GPRC calendar in preparation for an Advisor appointment. Students pursuing university degree transfers should also give consideration to which institution they wish to complete their degree at. Universities differ in their specific program and course requirements.

## **4. How many courses can I take each term?**

A student attending full-time will register in a minimum of 3 courses (or 9 academic credits) to a maximum of 5 courses (or 15 academic credits) each term. There are some programs that are an exception. It is not recommended to take more than the maximum course load of 5 courses (or 15 credits) per term. Students who also work or have family commitments while pursuing their academic studies may want to consider registering in less than 5 courses per term.

A 4 year degree program normally requires a student to complete 10 courses per year in order to complete the degree within 4 yrs. If a student carries less than 5 courses per term, it may increase the time required to progress through a program. Universities offer spring and summer inter-sessions in which students can register in additional courses beside the normal fall/winter terms.

## **5. What are “option” courses and how do I choose them?**

Many programs have “options” or electives as part of their overall degree requirements. Generally, an option is an opportunity to register in a course other than your specialization. Some courses may have restrictions, noted normally in the calendar course description.

## **6. How important is a “pre-requisite” course? I want to take a course, but I don't have the pre-requisite?**

A pre-requisite is a course normally required to be completed BEFORE you may register in a course. Pre-requisites prepare a student for success in a senior level course. Pre-requisites are set to ensure students are best prepared to succeed in the course, as they are often difficult to complete without the knowledge gained from the pre-requisite course. Taking a course without having the proper pre-requisite may result in denial of transfer credit from universities

## **7. I've changed my mind regarding which program I want to be in. What should I do?**

It would be wise to speak with an Academic Advisor prior to changing your program to ensure you meet new program admission requirements, and to be clear as to the implications of such a change. A student will be required to sign a *Change in Program* form and submit it to the Registrar's Office for approval.

## **8. I think I am going to fail a course. What should I do?**

Book an appointment with an Advisor to withdraw from a class. Each term there are deadlines by which a student can request to withdraw from a course without academic penalty, noted in the GPRC calendar. “*Important Date Cards*” also list these deadlines and are available at Student Services. If a student withdraws before the advertised deadline date, a “W” will show on the transcript instead of a failing grade. These final deadlines are usually a couple weeks after midterm exams each semester. An Academic Advisor can help identify how a failure might impact your individual academic plan and also suggest other student services that might be useful to you. Free student services available to a GPRC student could include peer tutoring, English and math tutors, or workshops on study and time management skills.

## **9. What is meant by a major and minor? When do I have to decide?**

A major is an academic discipline chosen as an area of specialization. A minor is also an area of specialization with less coursework than a major area of study. If you are in a degree or diploma program, your major usually is decided by the second year of study. A student may wish to book an Advisor appointment to clarify any concerns regarding major and minor program requirements.

**10. I can't find a course online that's listed in the GPRC calendar sent to me in the mail. Why?**

The GPRC Academic Calendar *online* provides the most updated information of specific courses offered in the upcoming academic terms. If the course is not listed online, it is not offered in that term of study. The GPRC Calendar (paper version) may list courses offered in past years (that could be offered in future years), as well as courses offered in the present year of studies.

**12. How do I know if I have completed all the university transfer courses I need from GPRC so I can apply to my program at university?**

Book an appointment with an Academic Advisor in Student Services to discuss your program of study. In preparation for your Advisor appointment, it is recommended that you investigate details of your program of study from the institution to which you are planning to transfer. A maximum of 60 credits or 20 courses is normally allowed for transfer. However, some programs have very specific requirements regarding course-load and transfer requirements, and recommend transfer after one year of study.

**13. What is a collaborative degree program?**

A collaborative degree program is one in which GPRC, in partnership with another post secondary institution, provide degree opportunities to students who do not wish to re-locate from the Grande Prairie community. Students beginning the first two years of a degree program on the GPRC campus must apply and be admitted to the final one or two years of studies of the collaborative partner institution. Collaborative degree programs offered at GPRC include a Bachelor of Social Work in partnership with the University of Calgary, Bachelor of Elementary Education and the Bachelor of Science in Nursing in partnership with the University of Alberta as well as completion of “distance learning” degree programs in collaboration with Athabasca University.

**14. What is a GPA and how is it calculated?**

GPA is an acronym for Grade Point Average. It is the indicator of your academic performance and is a reference for decisions on eligibility for scholarships and acceptance into other institutions. How a GPA is calculated may vary from institution to institution. Information about GPA calculation at GPRC can be found online under Academic Regulations.

**15. I plan to attend a university in a different province or outside of Canada. What courses should I take?**

GPRC does not have official transfer agreements with out of province institutions. It is a student's responsibility to contact his/her university of choice directly for information on transferability. Only the receiving institution can give approval for transfer credit from the sending institution. Students normally would apply and have their official transcripts assessed by the receiving institution. Contact Admissions at the receiving institution for further details.

**16. Will it make any difference if I change my mind about which university I am going to attend once I've started taking courses at GPRC?**

Yes! Each university has specific requirements for their degree programs. While many degree programs will accept transfer of up to 60 credits or 20 courses, some degree programs require you to transfer after completion of only 30 credits, or 10 courses at GPRC. Admission requirements and the manner in which the transfer GPA is calculated will also vary among universities. Please contact an Academic Advisor if you are considering changing your university of choice.

**17. What is the minimum grade for course transfer?**

Normally, a minimum grade of C- is accepted for university transfer. However, not all receiving institutions accept minimal passing grades on transfer courses. Depending on the faculty, there may be a higher GPA requirement for specific programs. Consult your institution of choice for specific details.

**18. What is the Alberta Transfer Guide?**

The [Alberta Transfer Guide](#) is a guide for transfer credit between Alberta post-secondary institutions and is available on-line or in book form. It is a public website available to anyone. When looking up a course, use the academic year in which you took the course. The Alberta Transfer Guide is unable to provide information on transfers between colleges for out of province or out of country institutions. Courses that do not transfer for credit to a university will not be listed in the [Alberta Transfer Guide](#). Students are encouraged to access this website for information on course transferability between GPRC and degree granting institutions in Alberta.

**19. What information is available for Financial Assistance at GPRC?**

Financial Aid Liaisons are available at Student Services on a “drop in” basis to answer all your funding/scholarship inquiries, or contact [financialaid@gprc.ab.ca](mailto:financialaid@gprc.ab.ca) for more information.

**20. How do I make an appointment with an Academic Advisor?**

Please contact our Student Services switchboard at 780.539.2911 or toll free 1.888.539.4772 to schedule an Academic Advisor appointment. If you are from out of town and unable to come to Grande Prairie, please request a phone-in appointment.