

## F. Certificate Programs

### Certificate in Gerontology Program

#### Admission Requirements

Candidates who have acquired at least one year of experience in the field of aging or have completed Gerontology-related post-secondary studies may be considered for admission. All candidates must either have successfully completed a university preparatory high school program or meet the University's Adult Learner requirements. For further information, please contact the Admissions Office. The Certificate in Gerontology program is available on a full- or part-time basis.

#### Application Procedures

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

1. a completed application form
2. a non-refundable \$35 application fee
3. an official transcript of high school or university marks if applicable
4. a letter of application describing educational background, work experience, and reasons for wishing to pursue the Certificate in Gerontology.

*Note: Candidates who are applying for admission to a certificate program under the University's Adult Learner policy should also submit a letter of application describing educational background, work experience, and academic plans. For details on the Adult Learner admissions policy, consult Subsection A. under Admissions.*

#### Application Deadlines

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

#### 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.

### Certificate in Criminology and Criminal Justice

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 Social Work

This program is made available by special offering only.

#### Certificate in Criminology and Criminal Justice and Certificate in Social Work Application Procedures

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

1. a completed application form;
2. a non-refundable \$35 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 submit a letter of application describing educational background, work experience, and academic plans. For details on the Adult Learner admissions policy, consult Subsection A. under Admissions.*

### **Application Deadlines**

Applications for September admissions should be completed by March 31. For January admission, the application deadline is October 15 and for intercession (May to June), the application deadline is April 15. Summer session applications should be completed by June 15.

### **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.

## G. 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
Intercession	May to June
Summer Session	July to August

Registration for the academic year (September to April) takes place in the spring for continuing and returning students, and from May to August for new first-year students. Confirmation of this registration must be accomplished by arranging payment of tuition fees by the appropriate deadline.

### **Registration Procedures for Continuing and Returning Students**

Before registering, you are encouraged to seek academic advice and program information from appropriate departments or administrative offices.

1. Once you have selected your courses, register online using the web-based student access system (WebAdvisor) at [www.stu.ca](http://www.stu.ca).
2. Confirm your registration by arranging payment of tuition fees by the published September deadline. Without this confirmation, your registration in courses will be cancelled. For information on academic fees and regulations for payment, see Section Three: University Fees.
3. During the first week of classes in September, continuing students will receive an ID validation sticker for the current academic year.