

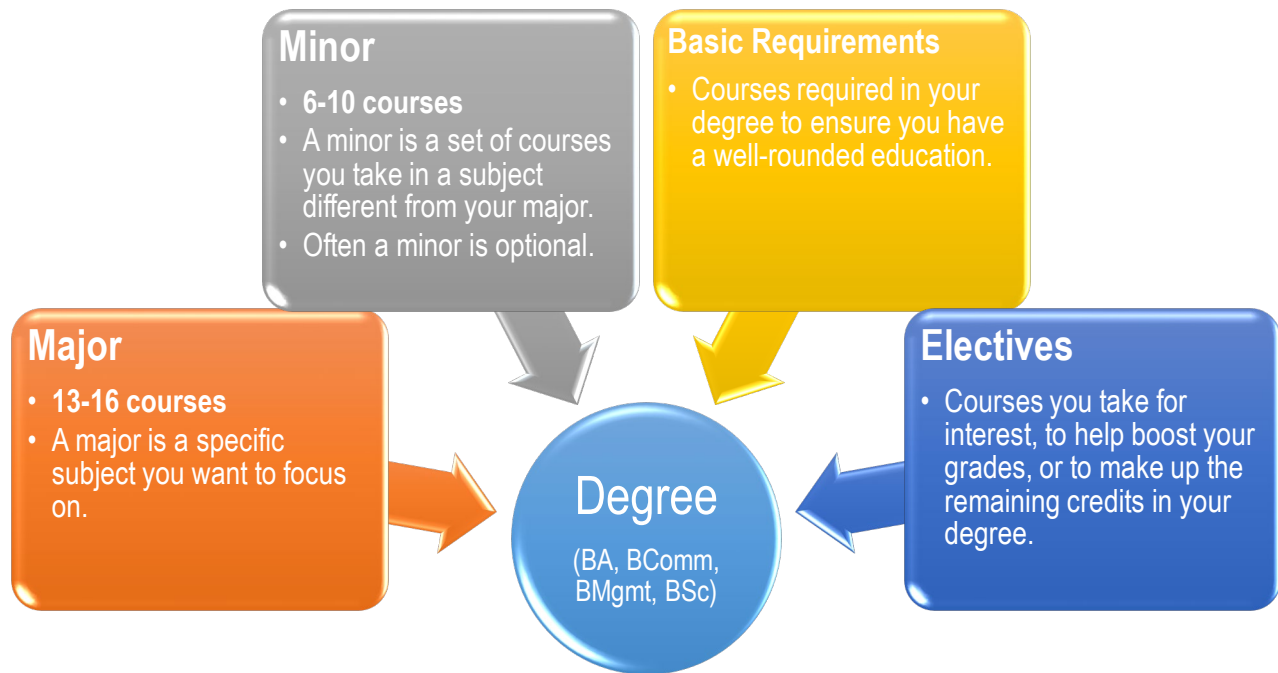
# UNIVERSITY TRANSFER PLANNER

In University Transfer, you start taking courses at Medicine Hat College and then transfer to a university to complete your degree. This document will help you through your time at Medicine Hat College so that you can successfully transfer to a university.

A degree typically takes 4-6 years to complete, and includes 40 courses or 120 credits.

POST-SECONDARY USES A **CREDIT SYSTEM**. IN HIGH SCHOOL, YOUR COURSES WERE TYPICALLY WORTH 5 CREDITS. IN POST-SECONDARY, COURSES ARE TYPICALLY WORTH 3 CREDITS.

Your university degree includes many components. You start by picking a type of degree and a major.



## FUN FACT ABOUT BASIC REQUIREMENTS

The University of Lethbridge requires all students to fulfill a Liberal Education Requirement, which means you must take 4 courses from 3 different areas: Fine Arts & Humanities; Social Science; and Science.

Mount Royal University requires all students to take General Education courses, also known as Gen Ed.

Plan A (main plan for degree, major and university):

\_\_\_\_\_

Plan B (back-up plan):

\_\_\_\_\_

## What Courses Do I Need to Take?

To figure out what courses you need to take for your degree, you need to look at the university's website.

Links to Academic Calendars:



You can find required courses in the Academic Calendar. An **academic calendar** outlines the policies, procedures, program requirements, and dates for the university each year. *If you ever have questions about your degree or major, the academic calendar is the first place you should look for answers.*

### Faculties & Program Plans

- You might find program plans on your faculties' webpage. Universities are divided into several faculties based on subject. If you pursue a science degree at the University of Alberta, then **your faculty is science.**
- Some universities store all of their program plans on a common webpage.
- University of Lethbridge has a Program Planning Guide search tool published under the Registrar's Office on their website. **Click here to access the program plans.**

Can't find a course list on the university's website?

Try Googling it!

## FIRST TWO (2) YEARS – Course Transfer

You can only transfer a maximum of half your degree (20 courses or 60 credits), so focus on the courses required for the first two years. After finding your course requirements, you need to figure out if Medicine Hat College offers equivalent courses. To find this information, you can use Transfer Alberta.

### ***Institutions Outside of Alberta***

*Most students transfer to universities within the province of Alberta. There are transfer agreements between institutions within the province that outline how courses transfer. **You can find course transfer lists for institutions outside of Alberta by searching the universities' websites.***

## Determining Transfer Courses and Credit

Transfer Alberta is a database created by the Government of Alberta to catalogue how courses transfer between institutions in Alberta. Post-secondary institutions in Alberta signed agreements outlining which courses are similar and transfer.

Use the [Transfer Alberta Search Tool](#) to check how courses and programs transfer. You can also find information about [Post-Secondary Admission](#) requirements and [Post-Secondary Paths](#), which includes information about choosing an institution or program.

**Need help using the Alberta Transfer Guide?** Visit [www.mhc.ab.ca/student-life/academic-support/advising](http://www.mhc.ab.ca/student-life/academic-support/advising). Click on Program Planning and read How to use Transfer Alberta.

---

*Use the Transfer Alberta Search Tool to find which courses you can take at Medicine Hat College to meet your degree requirements.*

**Your “from” institution is Medicine Hat College.**

**Your “to” institution is the university where you plan to complete your degree.**

*Or check which Medicine Hat College courses are equivalent to your degree requirements*

**Your “to” institution is the university where you plan to complete your degree**

---

## Picking Option or Elective Courses

Picking option or elective courses can be challenging. You may have to take a specific type of elective (elective requirements). Examples of elective requirements are:

- Courses in specific subject areas (Arts, Humanities)
- A certain number of credits in a specific subject area (6 credits of Humanities or Social Science)
- Number of credits at a specific level (maximum 48 credits at the 200 level)
- **Unrestricted Electives** means you can take courses in any subject you choose, provided you meet the pre-requisites and the course is university transferable.

A **pre-requisite** is a course you must successfully complete before taking a subsequent course. For example, MHC students must achieve a C- or higher in BIOL 275 (pre-requisite) before taking BIOL 277 (requested course). You can find the pre-requisites required for courses in the course descriptions found in academic calendars.

Use course descriptions or the [Course Outline Search](#) to find information about a course!

## Scheduling Courses

You also want to pick electives that do not conflict with your required courses. **Always schedule your required courses first, before picking electives.** You can find the dates and times of courses by using the Course Schedule Search. You can find the Course Schedule Search:

1. On our website under [Current Students](#), by picking the **Course & Exam Schedule**; OR
2. By signing into your [Student Portal](#), select Academics, and then select Registration.

**Helpful Hint:** The Course Schedule in Registration of your Portal is usually more accurate. Your Portal has the same sign-in information as your MHC email account.

### Scheduling Basics

Lecture classes typically run in one of these formats:

- Monday/Wednesday/Friday - 50 minutes a day
- Tuesday/Thursday - 75 minutes a day
- Evening - 3 hours once a week

Lab classes vary based on subject matter:

- Science Labs (biology, chemistry, etc.) - approximately 3 hours once a week
- Humanities & Business Labs (art, statistics, etc.) - approximately 2 hours a week

Use the course schedule to find the times for your required courses. We offer some courses multiple times, or in different **sections**. For example, BIOL 231 has a section A (LCMA) and a section B (LCMB) at different times. You should pick the one that works best with the rest of your schedule.

**Remember to look up the dates and times of laboratory/tutorial classes for any courses that require it! Labs and Tutorials are mandatory and multiple sections run throughout the week. Pick the one that fits best with your schedule.**

*There is a blank timetable at the end of this document for you to mock-up a schedule.*

## Credit Requirements

You should also look up the credit requirements before scheduling courses. **Credit requirements** are the specific number of credits you must take in a semester or year for your degree.

There are credit requirements to be a full-time or part-time student, for student loans or scholarships, and to maintain player eligibility if you are playing on a college competitive sports team (like the Rattlers). You need to be aware of all these requirements. You can find the credit requirements in both the [Medicine Hat College Academic Calendar](#) and your transfer universities' academic calendars.

## Credit Requirement Basics

Remember, most courses are worth 3 credits (1 Course = 3 credits). An academic year is usually September to April.

5 courses/semester 30 credits/year

4 courses/semester 24 credits/year

3 courses/semester 18 credits/year (minimum to be considered full-time)

	Plan A	Plan B
Credits Required per Semester		
Credits Required per Year		

You should also check to see if there is a minimum number of credits required for transfer to your university. You can find this information in the universities' academic calendars under the admission sections.

	Plan A	Plan B
Minimum Credits Required for Transfer		

## Professional Programs

Keep in mind, there are also credit requirements for professional programs, such as medicine or dentistry! If you are planning to pursue a professional program, you need to know the credit requirements and grade requirements (GPA).

## Grade Point Average (GPA) Requirements

The final piece of information for your degree is the required grade point average (GPA). **Grade Point Average (GPA)** is the overall average of your marks. In Alberta, the GPA is usually on a letter grade or a 4.0 scale system. Below is the Grading System at Medicine Hat College.

**Helpful Hint:** Every university has a different grading scale. **This means you need to look at your university's grading scale to find out what marks you need!** A C- at MHC is not a C- at a university. Often, universities mark on a higher scale. If you have a C- at MHC, it could transfer as a D+ to a university.

There are GPA requirements for admission to degree programs, continuation in a degree, and for taking specific courses (pre-requisites). There are also minimum GPA requirements, competitive GPA (cGPA) requirements, and GPA requirements to remain in good academic standing. You can find GPA requirements in both the [Medicine Hat College Academic Calendar](#) and your transfer universities' academic calendars.

#### PRO-TIP: Saskatchewan Universities

Universities in Saskatchewan use a percentage system rather than a letter grade. If you want to transfer to the U of S or U of R, you need to convert your letter grades into a percentage grade.

To find out how, contact the Admissions Office at your university. They should have instructions for how they converted GPAs from MHC in the past.

Medicine Hat College Grading System	
Letter Grade	4.0 Scale
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

	Plan A	Plan B
Minimum GPA Required		
Competitive GPA Required		
GPA Required for Continuation in Degree		

#### Good Academic Standing

To be in good academic standing at Medicine Hat College, you must have a 1.7 GPA or higher in each semester. If you fall below a 1.7 GPA, you are placed on Academic Warning.

#### Admission GPA Calculations

Each university uses different requirements to calculate admission GPA. To find this information, check the admissions section in the university calendar.

#### Transfer Tips

- Depending on the degree or major you pick, you might only take one year of courses at MHC. MHC offers a limited number of courses in some disciplines, which means you could fall behind in your degree if you take more courses at MHC.
- We recommend you talk to an advisor at your university during your first year at MHC. Although MHC Advisors know a lot about university programs, there is no way for us to know every detail about every program at every university. **You should always talk to an advisor at your university every time you have specific questions about your degree/major.**
- You must apply to transfer to a university. It is not an automatic system.
- There is no guarantee the university will accept to you. You need to meet all the admission requirements for your university and have a competitive grade point average (cGPA). Starting at MHC does not guarantee you transfer.

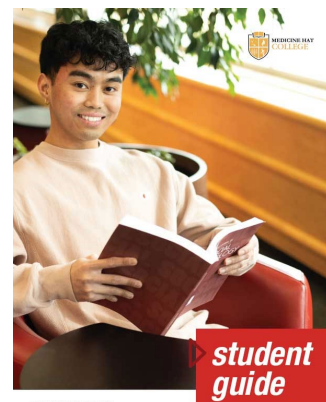
- A C- is not necessarily a C- when it transfers. See section on Grade Point Average Requirements.
- Course requirements for degrees and majors can change from year to year. Make sure you check the universities' websites, program plans, and course outlines at least once a year to make sure you are aware of any changes.
- Degrees and majors offered at universities also change from time to time.

## Class Registration

Class Registration typically begins early May for the following academic year.

You should mock-up your schedule at least 2 weeks before registration begins for both the Fall and Winter semesters (see section on Scheduling Courses). Registering for classes early will give you the best chance of getting all the courses you need in an ideal schedule.

You register for classes through an online system known as the [Student Portal](#). Your username and password to sign into the Portal is the same as your MHC email account. For step-by-step instructions on how to register, review the [Registration Guide](#).



## Academic Advising

Academic Advisors can help you understand College policies and procedures, and make sense of university requirements. Academic Advisors are not responsible for knowing all details of programs offered by other institutions, but they can help you make sense of the information.

An advisor can help you:

- Review program progress and course selection
- Connect to other College services and supports
- Discuss options if academic difficulties arise

**BOOK APPOINTMENT**

To book an appointment with an Academic Advisor, you can click the Book Appointment button, which will redirect you to the website where you can access our online booking system. Alternatively, you can call 403-529-3819 between the hours of 8:00am and 4:30pm (MST) Monday through Friday.

For more information about Academic Advising, and Tools for Success, visit [www.mhc.ab.ca/student-life/academic-support/advising](http://www.mhc.ab.ca/student-life/academic-support/advising).

## Glossary “The Lingo”

**Academic Calendar:** a document published by post-secondary institutions that outlines the policies, procedures, program requirements, and important dates for the institution each year.

**Basic Requirements:** courses required in your degree to ensure you have a well-rounded education. Usually includes courses in subject areas outside your major.

**Credit:** the number assigned to a course based on the amount of classroom (contact) hours per week.

**Credit Requirements:** the specific number of credits you must take in a semester or year for your degree.

**Electives:** courses you take for interest, to help boost your grades, and/or to make up the remaining credit requirement in your degree.

**Grade Point Average (GPA):** the average overall grade for all courses taken for credit in a particular semester, year or institution. A cumulative GPA (CGPA) is the average of all grades for courses taken to date at one institution. A competitive GPA is determined using a specific number of credit from your most recent courses. Each institution uses different criteria.

**Major:** a specific discipline you focus on in your area of studies (i.e. Bachelor of Business Administration, Major in Accounting)

**Minor:** A secondary academic focus pursued as a supplement to a major program.

**Pre-requisite:** a course you must successfully complete before taking the requested course. For example, at MHC students must achieve a grade of C- or higher in BIOL 275 (pre-requisite) before taking BIOL 277 (requested course).

**Section:** the time of a course (lecture or lab) in a semester. We offer some courses multiple times in a week, or in different sections. Sections are differentiated by section codes (i.e. LCMA).

**Unspecified Credit:** credit granted for a course transferring to an institution but not as a specific course. For example, ENGL 202 at MHC transfers to the U of C as ENGL Jr.: Unspecified Credit.



## Resources

### Alberta Learning Information System (ALIS) <https://alis.alberta.ca/>

Explore career and program options in Alberta. Includes a tool to search [Occupations in Alberta](#), including required education, duties and responsibilities, and salary information.

### Medicine Hat College Course Outline Search <http://courseoutlines.mhc.ab.ca/pcom/>

Use this tool to find out more information about a course including course objectives, topics covered, major assignments, and required textbooks.

### Medicine Hat College Course Schedule <https://landing.mhc.ab.ca/Common/CourseSchedule.aspx>

Use this tool to find out the date and time of a course.

### Medicine Hat College Current Students <https://www.mhc.ab.ca/information-for/current-students>

Resources for students at MHC. You can find the Guide for New Students, the Course Schedule Search Tool, the Course Outline Finder, and download Online Forms here.

### Medicine Hat College International Education <https://www.mhc.ab.ca/information-for/international>

If you are an international student, you have requirements beyond your program that you must meet for visa purposes. International Students are encouraged to contact the MHC International Education Office.

### Medicine Hat College Undecided <https://www.mhc.ab.ca/information-for/future-students>

If you are a future student unsure about what you want to study, we encourage you to access the resources available on our website.

### Transfer Alberta <http://transferalberta.alberta.ca/>

Use the Transfer Alberta Search Tool to find out how courses at MHC transfer to other Alberta institutions.

## Contact Information

### MEDICINE HAT COLLEGE CAMPUS

299 College Drive SE,  
Medicine Hat, Alberta – Canada  
T1A 3Y6

**Telephone: 403-529-3811**

**Toll Free: 1-866-282-8394**

→ **Advising Office:** 403-529-3819

→ **Bookstore:** 403-529-3809

→ **Computer Help Desk:** 403-529-3899

→ **Registration:** 403-529-3844

→ **Residence:** 403-529-3820

→ **Security:** 403-529-3911

*Disclaimer: The examples, website links, contact information, and instructions presented in this document are for informational purposes only, and were accurate at the time of publication. For accurate and up-to-date information, students are encouraged to reference Medicine Hat College and other post-secondary institutions' websites.*

## My Courses & Plan

You can use this table to list the courses for both your Plan A and Plan B.

PLAN A		PLAN B	
University Course	MHC Course	University Course	MHC Course
<b>Year One</b>		<b>Year One</b>	
<b>Year Two</b>		<b>Year Two</b>	



MEDICINE HAT  
COLLEGE

## CLASS SCHEDULE

NAME: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

PROGRAM/FACULTY: \_\_\_\_\_

MONDAY			Rm#	TUESDAY			Rm#	WEDNESDAY			Rm#	THURSDAY			Rm#	FRIDAY			Rm#
8:00 - 8:50				8:00 - 9:15				8:00 - 8:50				8:00 - 9:15				8:00 - 8:50			
9:00 - 9:50				9:25 - 10:40				9:00 - 9:50				9:25 - 10:40				9:00 - 9:50			
10:00 - 10:50				10:50 - 12:05				10:00 - 10:50				10:50 - 12:05				10:00 - 10:50			
11:00 - 11:50				12:05 - 12:55				11:00 - 11:50				12:05 - 12:55				11:00 - 11:50			
12:00 - 12:50				1:00-2:15				12:00 - 12:50				1:00-2:15				12:00 - 12:50			
1:00-1:50				2:25 - 3:40				1:00-1:50				2:25 - 3:40				1:00-1:50			
2:00-2:50				3:50 - 5:05				2:00-2:50				3:50 - 5:05				2:00-2:50			
3:00-3:50				5:00-6:00				3:00-3:50				5:00-6:00				3:00-3:50			
4:00-4:50				6:00-7:00				4:00-4:50				6:00-7:00				4:00-4:50			
5:00-6:00				7:00-8:00				5:00-6:00				7:00-8:00				5:00-6:00			
6:00-7:00				8:00-9:00				6:00-7:00				8:00-9:00				6:00-7:00			
7:00-8:00				9:00-10:00				7:00-8:00				9:00-10:00				7:00-8:00			
8:00-9:00								8:00-9:00								8:00-9:00			
9:00-10:00								9:00-10:00								9:00-10:00			