

## Exchange Information

University	University of Alberta, Augustana Campus
City based in	Camrose, Alberta, Canada
Augustana website:	<a href="http://www.ualberta.ca/augustana">www.ualberta.ca/augustana</a>
Learning and Beyond website:	<a href="http://www.ualberta.ca/augustana/about-us/departments-offices-and-units/lab">www.ualberta.ca/augustana/about-us/departments-offices-and-units/lab</a>
UIC application website:	<a href="http://www.ualberta.ca/augustana/programs/experiential/international/exchange-programs/china/incoming">www.ualberta.ca/augustana/programs/experiential/international/exchange-programs/china/incoming</a>

## Application Procedures

Application Deadlines	<ul style="list-style-type: none"> <li>The application deadline is <b>April 15, 2012</b> for both the September (Fall) 2012 and January (Winter) 2013 start dates. If students want to go on an exchange with Augustana after the deadline please contact us about possibilities.</li> </ul>
Application Procedure	<ul style="list-style-type: none"> <li>Students should complete an Augustana Undergraduate Exchange Student Application signed by exchange liaison officer, faculty advisor and student</li> <li>Send to: <ul style="list-style-type: none"> <li><b>Learning, Advising &amp; Beyond</b></li> <li><b>Augustana Campus, U of A</b></li> <li><b>4901-46ave</b></li> <li><b>Camrose, AB</b></li> <li><b>Canada, T4V 2R3</b></li> </ul> </li> <li>To speed the process copies can be emailed to <a href="mailto:augexp@ualberta.ca">augexp@ualberta.ca</a></li> </ul>
Supporting documents required	<ul style="list-style-type: none"> <li>Original transcript with an original university seal or signature (in English translation if applicable)</li> <li>Language proficiency documents. If students do not have a TOEFL score, please ensure an exchange advisor or professor provides a letter indicating that your student has a sufficient English language proficiency to undertake academic courses in English. As well, please sign the section under “English Language Proficiency” on the Undergraduate Exchange Application Form. <ul style="list-style-type: none"> <li>TOEFL requirements (if available): Undergraduate: 550 (paper based); 213 (computer based); 81 (IBT)</li> </ul> </li> <li>photocopy of passport or birth certificate with particulars page</li> </ul>
Other documents required	Varies by program/course
Application form	Learning, Advising & Beyond will send out the exchange application forms and guidelines when they change. Please direct any questions to <a href="mailto:augexp@ualberta.ca">augexp@ualberta.ca</a>
Timeline	It generally takes 6 to 8 weeks for an application to be processed and an admission letter to be mailed. Admission letters will be mailed directly to your office care of the exchange coordinator.

### Course Registration and Information

Academic Calendar Dates	<p><b>Fall Term:</b> September - December ; Exam period in December  <b>Winter Term:</b> January - April; Exam period in April  <i>Each Term is broken into two sections – a 3 week block wherein student take one class only for the full 3 weeks, and an 11 week session where students take up to four classes.</i>            Exact dates can be found at: <a href="http://www.ualberta.ca/augustana/services/academic/important-dates-and-exam-schedule">www.ualberta.ca/augustana/services/academic/important-dates-and-exam-schedule</a></p>
Course Registration Information	<p>The University of Alberta uses an interactive web-based service for students called <b>BearTracks</b>. <b>Students are expected to use Beartracks to register themselves in courses.</b> <i>However, Augustana have great Student Advisors that can assist with this process.</i> Students can use <b>BearTracks</b> to do the following:</p> <ul style="list-style-type: none"> <li>▪ register in courses</li> <li>▪ view their class timetable in grid format</li> <li>▪ update their address and telephone number</li> <li>▪ search U of A course listings (<b>Augustana Courses start with the AU prefix</b>)</li> <li>▪ search for a specific class</li> <li>▪ view their financial holds</li> <li>▪ check their exam schedule</li> <li>▪ order their official academic transcripts</li> </ul> <p>Students will be emailed a log-in ID and password once they submit their exchange applications and they can search the course listings and the course schedules for the upcoming year (which are updated in April or May). Prior to receiving their log-in ID and password, they can access course information and schedules <b>by signing in as a “guest”</b> at this website: <a href="https://www.beartracks.ualberta.ca/">https://www.beartracks.ualberta.ca/</a></p>
Course Listings & Schedules	<p><b>Please note that the course listings in the official University of Alberta Calendar provide ALL the courses that have been offered in the past and MAY possibly be offered at the University of Alberta. The appearance of a course in the U of A Calendar does not guarantee that it will be offered every term or every academic year. The most current information is available on <i>BearTracks</i>.</b></p> <p><b>Course listings and Class schedules for the year will be updated on <i>BearTracks</i> at the end of March each year.</b></p> <p><b>Using <i>BearTracks</i> to find Course Listings &amp; Schedules</b>            There are two important resources that students should refer to when selecting their courses on <i>Bear Tracks</i>:</p> <ol style="list-style-type: none"> <li>1. The “<b>Course Listings</b>” includes all course descriptions and credit weight.</li> <li>2. The “<b>Schedule of Classes</b>” outlines in detail the term, time and date, and location that each course is offered.</li> </ol> <p><b>Note: Courses that begin with “AU” are offered at the AUGUSTANA CAMPUS. These are the only courses that students can choose. Other courses are offered at Campus’ 1.5 hours away and there is limited transport between locations.</b></p>
Pre-Registration into Courses	<ul style="list-style-type: none"> <li>▪ Students will choose courses on <b>Beartracks</b> and indicate them on their paper applications</li> <li>▪ Once we receive the complete application, they are forwarded to the student’s advisor in case there is need of assistance.</li> <li>▪ An email notification will be sent to the student once admitted to the U of A and</li> </ul>

	<p>the admission package then automatically sent to the Home institution Exchange Coordinator</p> <ul style="list-style-type: none"> <li>▪ Once they have applied, students can use <i>Beartracks</i> to check the status of their admission and also to search for courses available on <i>Beartracks</i></li> <li>▪ Once students have been successfully admitted, they are responsible for can registering themselves in their chosen courses on <i>Beartracks</i>.</li> <li>▪ If they encounter difficulties registering for courses, they can send a list of courses to their academic advisor for assistance in course registration. Advisors can also help students choose appropriate courses.</li> </ul> <p><b>NOTE: International exchange students compete with other U of A students for course space, and so be prepared to take alternate courses. There is no guarantee of registration in the courses that are listed on the application or that students may want or need.</b></p>																																	
<p>Full-time Academic Course Load</p>	<p><b>UNDERGRADUATE STUDENTS</b> 15 credits per semester / 30 credits per academic year. Each semester is divided into a 3 week block and 11 week session. Students are allowed to take a maximum of 3 credits (1 course) during the 3 week block, and a maximum of 14 credits (roughly 4 classes ) during the 11 week session.</p> <p>The minimum full-time course load is 3 courses per term (or 9 credits). The maximum full-time course load is 5 courses per term (or 15 credits). A normal full-time course load for a student at the University of Alberta is five courses per term (or 15 credits).</p> <p>International students must remain registered in AT LEAST three courses (9 credits) per term to maintain full-time status for immigration purposes if they wish to work on-campus. Exchange students may take a maximum of five courses (15 credits) per term.</p>																																	
<p>Contact Hours in class</p>	<p>Generally a 3 credit course = 39 hours total lecture time. 3- credit courses are offered 3 hours / week over a 13 week semester.</p>																																	
<p>Grading System</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Description</th> <th style="width: 35%;">Letter Grade</th> <th style="width: 30%;">Grade Point Value</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Excellent</td> <td>A+</td> <td>4.0</td> </tr> <tr> <td>A</td> <td>4.0</td> </tr> <tr> <td>A-</td> <td>3.7</td> </tr> <tr> <td rowspan="3">Good</td> <td>B+</td> <td>3.3</td> </tr> <tr> <td>B</td> <td>3.0</td> </tr> <tr> <td>B-</td> <td>2.7</td> </tr> <tr> <td rowspan="3">Satisfactory</td> <td>C+</td> <td>2.3</td> </tr> <tr> <td>C</td> <td>2.0</td> </tr> <tr> <td>C-</td> <td>1.7</td> </tr> <tr> <td>Poor</td> <td>D+</td> <td>1.3</td> </tr> <tr> <td>Minimal Pass</td> <td>D</td> <td>1.0</td> </tr> <tr> <td>Failure</td> <td>F</td> <td>0.0</td> </tr> </tbody> </table>	Description	Letter Grade	Grade Point Value	Excellent	A+	4.0	A	4.0	A-	3.7	Good	B+	3.3	B	3.0	B-	2.7	Satisfactory	C+	2.3	C	2.0	C-	1.7	Poor	D+	1.3	Minimal Pass	D	1.0	Failure	F	0.0
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<p>U of A Transcripts</p>	<p>Official grades are ready usually in early January for fall term and mid June for winter term courses.</p> <p>University of Alberta transcripts are <b>NOT</b> automatically mailed after the completion of a student’s exchange. Students must complete and submit a “Transcript Request Form” to the Registrar’s Office before their return home. They can also order OFFICIAL TRANSCRIPTS on <i>Beartracks</i> before they return home.</p>																																	

## Accommodation

Augustana Campus Accommodation	<p>Accommodation is guaranteed to all exchange students who send their applications to our office by <b>April 15<sup>th</sup></b> (along with their exchange applications) for a September or January start.</p> <p><b><u>**If applications are received late there is no guaranteed housing. The Learning, Advising &amp; Beyond Office has no involvement in housing placements.</u></b></p> <p>As a quick guide to on campus residences:</p> <ul style="list-style-type: none"> <li>• Augustana Residence are double occupancy rooms and students will be paired with a roommate.</li> <li>• There are a small number of single rooms that can be requested, but these cannot be guaranteed. We suggest for exchange students to become immersed fully in the experience to choose a double occupancy contract.</li> <li>• Residence is <b>closed</b> over Christmas Break (approximately 3 weeks) and students must find alternative arrangements. Many students go home for the time or spend it with friends.</li> <li>• At Augustana Accommodations and Food is one package. You cannot get accommodation without receiving food. Our cafeteria is an all-you-can eat buffet that serves Breakfast (7:30-10am), Lunch (11:45am-2:00pm) and Supper (5:00-6:30pm). Hours are altered for the weekend. The cafeteria accommodates for special dietary requests. <a href="http://www.ualberta.ca/augustana/services/residence-and-dining/dining">www.ualberta.ca/augustana/services/residence-and-dining/dining</a></li> <li>• For more information on residence please visit: <a href="http://www.ualberta.ca/augustana/services/residence-and-dining/residence">www.ualberta.ca/augustana/services/residence-and-dining/residence</a></li> </ul>
Off –Campus Accommodation	<p>If students wish to set up their own accommodations off-campus, they can do so. We recommend budgeting \$900 CAD a month for room, board, and personal costs (transportation, hygiene etc). However, this fluctuates based on the rental situation.</p>
Deadlines	<p>Exchange Students <b>MUST</b> send their completed housing application forms along with a \$175 Housing Application Fee (payable by credit card or international money order) by <b>April 15<sup>th</sup></b> to secure a room.</p>
Application	<p>The paper copies of the housing application form are available here: <a href="https://cloudfront.ualberta.ca/-/media/augustana/services/residence/2017residenceapplicationpackage.pdf">https://cloudfront.ualberta.ca/-/media/augustana/services/residence/2017residenceapplicationpackage.pdf</a> Students can print and complete the form and send with their Exchange Application Form.</p>

### Estimated Cost of Living

Living Expenses Guideline	Below is what it might cost a single student to live at Augustana for 2 semesters. <b>Please note that this is an estimate and is subject to change.</b>		
		<b>1 semester</b>	<b>2 semesters</b>
	<b>Accommodation (Shared) and food on-campus</b>	<b>\$3,927</b>	<b>\$ 7,506</b>
	<b>Accommodation (Not Shared) and food on-campus</b>	<b>\$4,589</b>	<b>\$8,771</b>
	<b>Clothing</b>	<b>\$400</b>	<b>\$600</b>
	<b>Health Insurance*</b>	<b>\$135</b>	<b>\$270</b>
	<b>Books and Supplies</b>	<b>\$400-\$1000</b>	<b>\$800-\$2000</b>
	<b>Miscellaneous**</b>	<b>\$1320</b>	<b>\$1980</b>
<p><i>*Please see mandatory University of Alberta Health Insurance Plan (UAHIP) or here for details: <a href="#">Health Care Insurance</a></i></p> <p><i>**Miscellaneous covers things like personal hygiene, transportation within Camrose, and other basic necessities</i></p>			

### Important Date (2019-2020 school year)

Start Dates	Fall classes start <b>August 30, 2018</b> and Winter classes start on the <b>January 3, 2019</b>
Residence Opens	<b>August 26, 2018</b> for the fall semester <b>January 2, 2018</b> for the winter semester
International Student Orientation	????
Application deadline	April 15 <sup>th</sup> of the previous academic year
Christmas Break	December 23 <sup>rd</sup> to January 3 (Dependent on Exam schedule)
Other Important dates can be found at:	<a href="http://www.ualberta.ca/augustana/services/academic/important-dates-and-exam-schedule">www.ualberta.ca/augustana/services/academic/important-dates-and-exam-schedule</a>

### Health Insurance Information

Health Insurance	Exchange and study abroad students who will study at the University of Alberta for 12 months or less are REQUIRED to enroll in the University of Alberta Health Insurance Plan (UAHIP). Coverage by any insurance plan other than Alberta Health Care, will not allow you to be exempted from UAHIP.
UAHIP	UAHIP has been designed to provide equivalent coverage to Alberta Health Care Insurance as well as some additional coverage for prescription medication, ambulance service, and repatriation in the event of illness or death. <a href="#">UAHIP Brochure</a>
Cost	Currently the cost of UAHIP is \$32 / month or about \$130 / term. This can be paid on <b>Beartracks</b> or at the University of Alberta's Financial Services upon arrival.

**CANADIAN STUDY PERMITS are the responsibility of the student.** After receiving acceptance contact the nearest Canadian Embassy for an application kit.

### Contact Information

Dr. Karsten Mündel	Associate Dean, Academics	<a href="mailto:kmundel@ualberta.ca">kmundel@ualberta.ca</a>
Jayla Lindberg	Learning, Advising & Beyond Team Lead (International, Outdoor and Community Service-Learning)	<a href="mailto:augexp@ualberta.ca">augexp@ualberta.ca</a>

**Augustana prides itself on being a place where students can develop relationships with staff and faculty for positive experiences. Please do not hesitate to contact us or give our contact information to students that have questions or concerns. We will do our best to help where we can.**

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Learning, Advising & Beyond  
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