



# Undergraduate Adult Learner Handbook

*"Obtaining my degree has always been something I've strived for. I began this journey years ago and would like to see it through to completion. After beginning my family, my dream of being a university graduate was put on hold. Raising a family, car payments, mortgage payments, household bills, etc. didn't leave for an abundance of extra money. Now with a grown family and a smidgen of spare time on my hands, I have decided to return university and complete my goal.*

*Within the next year and a half, I hope to see myself walking across the stage accepting my degree with my proud family and friends watching. I want to demonstrate to my son that anything is possible if you want it bad enough, that no age is too old to return to school."*

**Dana Murphy**  
**Bachelor of Integrated Studies**



## **1.0 Introduction**

Thinking of continuing your education? We are here to help make the transition an enjoyable one.

Recognizing that education is but one of the many responsibilities that you must juggle as an adult learner, we designed this *Adult Learner Handbook* to help you easily find essential information about the University of Prince Edward Island and get the most from the time you spend with us. It addresses many of the questions that adults have when they first attend UPEI, whether they are part-time or full-time learners.

An increasing number of our courses are being offered after 5pm and online. Students who work full-time can still fit education into their schedules.

If you need additional help, contact the Office of Skills Development and Learning. We want you to begin your university experience in a positive way.

While every effort has been made to keep this document current, the information is subject to change. Please refer to the academic [calendar](#) for the most up to date information.

## **2.0 Message from the Director of the Office of Skills Development and Learning**

Welcome to the University of Prince Edward Island, and congratulations on deciding to continue your education. Whether you are motivated by career development or change or a personal desire to learn, you are joining many adults who are choosing to return to learning as mature students.

We admire your decision to return to academic studies and recognize that you may experience some unique transitional challenges as you begin your educational journey.

This handbook has been created specifically for you, the adult learner. It is intended to help make the transition to university studies a smooth one and provide you, as a prospective or new learner, with the information necessary to enhance your educational experience.

I wish you all the best in your studies and look forward to helping you achieve your goals.

Patricia MacAulay  
Director, Office of Skills Development and Learning

### 3.0 Getting Started

Adults attend university for a variety of reasons. For some, it is a personal desire. They want to complete a degree they began years ago. Others return to improve job prospects and for career advancement. Often, it is a combination of the two.

#### 3.1 How do I find out about my options?

You can receive guidance ranging from assistance in planning your program of study to help in choosing your upcoming course selection. We can also help you interpret university policies and procedures or answer any questions you may have to help you make decisions that best suit your personal needs.

You can receive personal advising by contacting the Manager, Career and Adult Learner Programming and Services at the Office of Skills Development and Learning at 902-566-0336 or through email at [sdl@upei.ca](mailto:sdl@upei.ca).

If you prefer to research your options on your own, the UPEI website ([www.upei.ca](http://www.upei.ca)) is a great place to start.

#### 3.2 Must I be admitted in a program if I want to take UPEI courses?

No, you do not have to be admitted in a program to register for courses at UPEI. UPEI allows students to take up to ten courses as an **unclassified student**. This means that learners may take courses for general interest without having to be admitted into a program. This classification is particularly helpful if you are unsure of your course of study or want to 'try' a few courses before committing to a program. See Section 4.4 for instruction on how to register as an unclassified student.

Note: Unclassified students are normally limited to registering in a maximum of two courses in an academic semester to a maximum of 10 courses total.

#### 3.3 Auditing a Course

If you wish to study a particular credit course for interest and do not wish to apply it to a credential, you can register to audit the course. If there is space available in the course, you may take the coursework without receiving credit or a mark, and possibly with some reduced participation.

#### 3.4 Are there any programs specifically designed for adult learners?

The Bachelor of Integrated Studies, a 30-course (90-semester hour) degree, was designed for working adults who never had the opportunity to begin a degree or who have not had the chance to finish one. You can choose courses that fit into your busy work/life schedule, and the degree allows you to focus on what is relevant in your professional and personal

life. You may concentrate in one of three areas: arts, business, or science.

If you want to advance within your workplace, make a career change, and/or challenge yourself intellectually and personally, the Bachelor of Integrated Studies (BIS) may be the best fit for you.

For more information, visit the BIS Program page

<http://www.upei.ca/skillsdevelopmentandlearning/bachelor-integrated-studies>

or contact the BIS Coordinator at the Office of Skills Development and Learning at 902-566-0336 or through email at [sdl@upei.ca](mailto:sdl@upei.ca).

In addition to its variety of degree programs, UPEI offers the following certificate and diploma programs that provide adult learners with relevant updated skills and a competitive edge.

- [Accounting Certificate](#)
- [Business Certificate](#)
- [Certificate in Adult Education](#)
- [Certificate in Inclusive Education](#)
- [Certificate of Proficiency in Conversational Spanish](#)
- [Public Administration Certificate/Diploma](#)

***“I graduated from UPEI in 2003 with a Bachelor of Business in Tourism and Hospitality. While working towards my degree I was a term employee with the Canada Revenue Agency. After graduation, I continued with CRA and have been there since. In early 2012, I began to re-evaluate my career goals and employment direction. I decided that, if I wanted to move up the “career ladder”, I needed to take more responsibility for my career and be more proactive. I wanted more business courses that apply to my work environment. After talking with the Centre for Life-Long Learning and discussing the options that were available at UPEI, I decided I would apply for the Accounting Certificate. I have been very happy with my decision and look forward to the opportunities that my education will present.”***

**Stephanie Green**  
**Certificate in Accounting**

Did you know that you can complete some certificates and diplomas while working toward your degree (with no extra cost or time required)? Why not ask us about it and see if you qualify?

### **3.5 Can I receive credit for college programs that I have completed?**

Yes, UPEI has a number of [transfer agreements](#) with Holland College and several international institutions. If you have a diploma in the following Holland College programs, you may be eligible to receive credit for your college learning:

- Journalism
- Sport and Leisure Management
- Police Science (Cadet)
- Computer Information Systems
- Accounting Technology
- Business Administration



- Retail Business Management
- Marketing and Advertising Management
- Golf Club Management
- Hotel and Restaurant Management
- Tourism and Travel Management
- Early Childhood Care and Education
- Practical Nursing
- Child and Youth Care Worker
- Culinary Arts
- Wildlife Conservation Technology
- Human Services
- Professional Golf Management

Please email the Registrar's Office at [registrar@upei.ca](mailto:registrar@upei.ca) for more information on our transfer agreements.

### **3.6 Applying to a program**

Once you have decided on an educational path, you will need to complete an undergraduate application form. The form and instructions can be found at [upei.ca/apply](http://upei.ca/apply). Choose the 'mature student' category under which you are applying, and follow the instructions provided. Once you have been admitted into a program, you are considered an undergraduate student.

**Note:** As part of the application process, the University will require transcripts from other universities or colleges you have attended, whether or not you have completed a credential. Depending on the course content and final grade, courses that are over ten years old may be eligible toward your credential at UPEI.

### **3.7 What does 'Mature Student' status mean?**

Learners who are classified as mature students are, or will be, 21 years of age on the first day of the semester in which they will begin their studies and normally have been out of school for at least three years. Students who apply under this category must be Canadian citizens or permanent residents.

### **3.8 What is Full Time versus Part Time Status?**

A student is considered full time when he/she is enrolled in three or more credit courses per semester (9 or more semester hours). Students who enroll in fewer than three credit courses per semester (less than 9 semester hours) are considered part time.

### 3.9 What Is “Prior Learning Assessment and Recognition” (PLAR)?

“Prior Learning Assessment and Recognition” is an evaluation process available to individuals who have been admitted to an undergraduate program of study at the University and who believe the skills and knowledge gained from their life, work, and non-formal educational experiences are equivalent to the outcomes identified in a course or program at the University.

PLAR is suited particularly to adult learners, helping them gain credits for prior learning in order to avoid repetition of learning and reduce the time and costs involved in degree completion.

For more information, visit [upei.ca/skillsdevelopmentandlearning/adult-learner-services](http://upei.ca/skillsdevelopmentandlearning/adult-learner-services) or contact the PLAR Coordinator at the Office of Skills Development and Learning at 902-566-0336 or by email at [plar@upei.ca](mailto:plar@upei.ca)

## 4.0 Registering for Courses

### 4.1 What is a semester?

A semester is the time period of course instruction. Each semester usually consists of 13 consecutive weeks. UPEI has two primary semesters. The fall semester begins in early September and ends in December, and the winter semester begins in early January and ends in April. There are also spring and summer sessions that begin in early May and July, respectively.

*“After working for many years in non-standard work, sometimes working three jobs to cover my basic living needs, I decided to conquer my fears and go back to school to get an education. I decided to invest in myself.*

*This was the best decision I made in my life. The knowledge obtained has increased my self-esteem, given me financial independence and opportunity to advance in my career path. The support I received from my employer, UPEI, family and other adult learners was overwhelming; a major part of my personal and academic success.”*

**Rose Arsenault**  
**Bachelor of Integrated Studies**

### 4.2 Course timetable

The course timetable is updated twice a year and can be found on the UPEI homepage at [www.upei.ca](http://www.upei.ca) (Click on the ‘Student Life’ link, and scroll to ‘Calendars and Schedules’). Courses offered in the fall and winter semesters are posted to the web in February, and courses offered in the spring and summer sessions are posted in late January. Check the ‘Important Dates’ section in the Calendar for registration dates.



### 4.3 Accessing your online student campus account

Once you are admitted into a program or have completed the unclassified application form, you will receive your student ID and PIN. This information can be found in your admittance letter or by contacting the Registrar's Office. These numbers allow you to access your [online campus account](#). This means that you can track your program progress, register for and drop courses, pay for course tuition, and do much more over the internet. Here are the steps for accessing your account:

- 4.3.1 Go to the UPEI homepage at [www.upei.ca](http://www.upei.ca)
- 4.3.2 Click on 'Student Life' located on the left side of the page
- 4.3.3 Scroll down and click on 'Campus Login', located on the right side of the page
- 4.3.4 Type ID number and PIN and click 'login'

### 4.4 Registration instructions

1. To determine when to register and when payment is due, go to our 'Important Dates' which is found in our [Academic calendar](#)
2. Review courses in the Academic Calendar that fit into your degree. [Course overviews](#) can be accessed online. Be sure you have completed the required prerequisites or have gotten permission from the respective faculty to take the course by contacting the faculty office.
3. You may browse the courses that we offer each semester by going to our timetable which is found on the UPEI homepage at [www.upei.ca](http://www.upei.ca), clicking on the 'Student Life' link, and scrolling down to 'Calendars and Schedules'.

**If you are an undergraduate student, please complete the following steps:**

4. Applications require a \$100.00 deposit. If you attend the course, the deposit goes toward the course tuition. If you do not attend the course, the deposit is non-refundable. Payment can be made at the Registrar's Office, lower level, Kelley Memorial Building or via your online student campus account.
5. Register for courses through your campus account or by visiting the Registrar's Office in the lower level, Kelley Memorial Building.
6. Complete the registration process by paying tuition fees at the Registrar's Office in the lower level, Kelley Memorial Building. Payment options can be found at

<http://www.upei.ca/accounting/fees/> (See section 7.2 for information on how to pay later)

**If you are an unclassified student, please complete the following steps:**

1. Complete the [unclassified application form](#) and submit to the Registrar's Office, lower level, Kelley Memorial Building; scan and email to registrar@upei.ca; or fax to 902-566-0795. Unclassified applications require a \$100.00 deposit. If you attend the course, the deposit goes toward the course tuition. If you do not attend the course, the deposit is non-refundable. Payment can be made at the Registrar's Office, lower level, Kelley Memorial Building or via your online student campus account.
2. Complete the registration process by paying the tuition fee at the Registrar's Office in the lower level, Kelley Memorial Building. Payment options can be found at [www.upei.ca/accounting/fees/](http://www.upei.ca/accounting/fees/)

#### **4.5 Departmental Contact Information**

Please see contact information for faculty/department offices below.

Applied Human Sciences, 566-0620

Biology, 566-0301

Business, 566-0626 or 566-0564

Chemistry, 566-0314

Classics, 566-0370

Computer Science and Information Technology, 628-4330

Economics, 566-0370

Education, 620-5154

English, 566-0389

Environmental Studies, 566-0301

Fine Arts, 566-0370

History, 566-0493

Island Studies, 894-2842

Mathematics and Statistics, 566-0508





Modern Languages, 566-0480

Music, 566-0507

Nursing, 566-0768

Philosophy, 566-0331

Physics, 566-0491

Political Science, 566-0331

Psychology, 566-0563

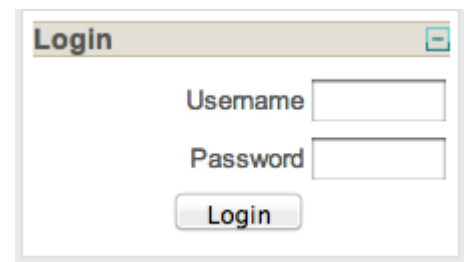
Religious Studies, 566-0480

Sociology/Anthropology, 566-0557

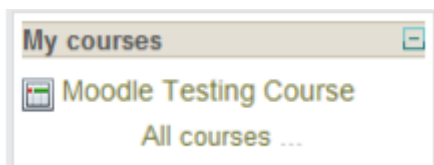
## 5.0 Moodle

Moodle is the Learning Management System used at UPEI. Course instructors may use Moodle to post course resources, facilitate online discussion, and set up online activities such as quizzes or assignments.

To log in to Moodle, visit <http://moodle.upei.ca> and enter your UPEI username and password in the login block. If you do not know this username and password but you have your student # and PIN, you can view your username and change your password through your campus login at <https://secure.upei.ca/cls/login.html>

A screenshot of the Moodle login interface. It features a title bar labeled "Login" with a close button. Below the title bar, there are two input fields: "Username" and "Password". A "Login" button is positioned below the password field.

The first time you log in to Moodle, you will be presented with a page that prompts you to complete some information about yourself. Be sure to complete this page with your full name and your UPEI e-mail address so your instructors can see your work in Moodle.



On the left-hand side of the page, you will see a block titled "my courses". This block will list all of the courses you are enrolled in for that semester. Clicking on the course name will take you to the Moodle

environment for that course.

If you are having difficulty with Moodle, view the frequently asked questions here: <http://moodle.upei.ca/mod/resource/view.php?id=151708>. If you still have questions, contact the ITSS Help Desk at 566-0465.

## **6.0 Buying textbooks**

Textbooks can be purchased at the UPEI Bookstore that is located in the W.A. Murphy Student Centre (beside the CARI Complex). The store is open Monday to Friday from 8:30 am- 4:00 pm (May-August) and 8:30 am - 4:30 pm (September-April). It is also open extended hours at the beginning of each term (Saturdays on occasion). For more information, go [upei.ca/bookstore](http://upei.ca/bookstore). If you have specific questions, you may email [bookstore@upei.ca](mailto:bookstore@upei.ca) or call 902-566-0625.

## **7.0 Financial Information**

A university education is one of the best investments you will make in your lifetime. It is, however, only one of many financial commitments that you will be budgeting. Depending on your needs, you may wish to consult with the Registrar's Office (902-566-0439) and/or the Accounting Office (902-566-0534) to have your university related financial questions answered. For a breakdown of all fees, go to: <http://www.upei.ca/accounting/fees/>

### **7.1 Permission to pay later**

Sometimes, learners need permission to pay for courses later than the deadline. To receive such permission, learners should complete the [“Authorization to Register for Classes \(Permission to Pay Later Form\)”](#)

### **7.2 Bursaries and awards**

UPEI offers a wide range of awards, bursaries, and scholarships that may be used to defray education costs. The criteria for which these awards are presented vary greatly. For a list of scholarships, awards, and bursaries and to see if you are eligible, please go to [upei.ca/scholarships](http://upei.ca/scholarships). If you have questions, contact the scholarship and awards coordinator at 902-566-0358.

### **7.3 Student Loans and Grants**

For information on PEI and Canada Student Loan and Grant Programs for full-time and part-time Canadian students, go to [PEI Student Loan Program](#) or [Canada Student Loan Program](#).

## **8.0 Finding your Way**

### **8.1 Campus map**

Click to view our [University campus map](#). It will outline buildings, entrances to the University, parking information, and other details to help you navigate around our campus with ease.

## **8.2 Overview of Buildings with Service Offices**

### **8.2.1 Don and Marion McDougall Hall**

Don and Marion McDougall Hall houses the Office of the President, and the School of Business.

### **8.2.2 W.A. Murphy Centre**

The W.A. Murphy Centre houses the UPEI Bookstore, Student Affairs, Student Union offices, the Health Centre, a cafeteria and café, and the Wave - the campus pub.

### **8.2.3 Kelley Memorial Building**

This Kelley Memorial Building houses the Accounting Office, Registrar's Office, and Human Resources.

### **8.2.4 Robertson Library**

In addition to the library, the Robertson Library building houses the Office of Skills Development and Learning, The Write Place, the Math Help Centre, the International Relations Office, and Samuel's Coffee Shop.

## **9.0 Mature and Part-Time University Students Association (MAPUS)**

MAPUS is dedicated to ensuring that mature and part-time students at UPEI have a positive experience. This is accomplished by maintaining a lounge where students are welcomed, offering services and activities specific to adult learners' needs, providing a staff resource person to assist students, and acting as an advocate for all mature and part-time students at UPEI.

The MAPUS lounge is located in the lower level of Main Building, room 102. MAPUS members are welcome to use the lounge at any time. You will find lockers, a mini-kitchen, and a resource center.

## **10.0 Parking**

Students who attend classes during the day (7:00am – 5:00pm) and wish to use the UPEI parking lots will require a parking permit. Permits may be purchased from the Accounting Office. A breakdown of parking fees can be found at the following link: [www.upei.ca/facilities/security/parking/](http://www.upei.ca/facilities/security/parking/)

Parking permits are not required for the General Parking lots after 5:00pm.

**Office of Skills Development and Learning**  
**University of Prince Edward Island**  
**550 University Ave, Charlottetown, PE, C1A 4P3**  
**[upei.ca/skillsdevelopmentandlearning](http://upei.ca/skillsdevelopmentandlearning)**  
**[sdl@upei.ca](mailto:sdl@upei.ca)**  
**902-566-0336**

