

FUTURE STUDENT GUIDE

ACADEMIC UPGRADING

2011/2012

sait.ca



FURTHER
YOUR
PASSION

CENTRE FOR ACADEMIC
LEARNER SERVICES



TABLE OF CONTENTS

Admission Requirements	2
Transcripts	3
Placement Exams for Academic Upgrading	4
Admission Exams for SAIT Programs	4
High School Diploma Exams	5
Courses	5
Applying for and Registering in Daytime Upgrading Courses	7
Registering for Evening and Distance Academic Upgrading Courses	10
Dropping or Withdrawing from Courses	10
Costs for Tuition, Other Fees, and Textbooks	11
Funding	12

ADMISSION REQUIREMENTS

DAYTIME PROGRAM COURSES

All students who wish to pursue daytime upgrading courses at SAIT must meet all of the following admission requirements:

MATHEMATICS ADMISSION REQUIREMENT

- At least 50% in Grade 10 Math (excluding Math 14 and Math 16) OR successful completion of a math placement test

ENGLISH ADMISSION REQUIREMENT

- At least 50% in English 10-1 or 10-2 OR successful completion of an English placement test

ENGLISH LANGUAGE PROFICIENCY FOR STUDENTS WITH ENGLISH AS A SECOND LANGUAGE

- Canadian Language Benchmarks Association (CLBA) scores of all 7s, or a mix of 7s and 8s, may be acceptable for admission to the Academic Upgrading program but will likely not meet English proficiency for most other programs at SAIT. Therefore, we highly recommend students have a CLBA score of 8s in all areas or complete English Language Foundations first, before beginning Academic Upgrading.
- English is the language of instruction in all programs at SAIT Polytechnic and is the common language for business in Alberta. An applicant to SAIT Polytechnic must meet the minimum English language admission requirements for the program to which he or she is applying, as determined by the program. All applicants to SAIT Polytechnic must also demonstrate English language proficiency prior to admission, including students educated in Canada. English language proficiency is a requirement for all SAIT Polytechnic programs. In order to demonstrate English language proficiency, an applicant must have:
 - Completed three years of full-time instruction in English language, with a minimum of 12 hours instruction per week;

OR

- Successfully completed assessment testing in one of the following:
 - International English Testing System (IELTS) with a minimum score of 6.0 in each skill category
 - Canadian Academic English Language Assessment (CAEL) with a minimum 60 overall band
 - Test of English as a Foreign Language (TOEFL) Internet Based (IBT) with a minimum of 80 overall score in each category
 - Canadian Language Benchmark Assessment (CLBA) with a score of 8 in all sections

Tests are valid for a one year period from date of issue. See the updated version of the Academic Calendar for the most current information.

EVENING/DISTANCE COURSES

Refer to the Courses section in this booklet that details the prerequisites for the Academic Upgrading courses. In addition, we will check for the minimum English language proficiency requirement. For more information contact Academic Upgrading Continuing Education at 403.774.4746.

TRANSCRIPTS

Transcripts are required for admission into the daytime courses or to prove that you have the prerequisites for courses. Please see below for how to obtain transcripts.

ALBERTA HIGH SCHOOL TRANSCRIPTS

To order a copy of your Alberta high school transcripts, visit:
education.alberta.ca/students/transcripts.aspx

CANADIAN HIGH SCHOOL TRANSCRIPTS FROM OUTSIDE ALBERTA

To order a copy of your provincial transcripts, consult your province's Education Department website. Some (e.g. British Columbia, Saskatchewan, and Manitoba) are similar to Alberta, in that you order your transcripts from the province's transcript office. Other provinces require that you request the transcripts from your high school office or school county/central office.

INTERNATIONAL TRANSCRIPTS

For information on international transcript assessments and foreign document assessment services, view the Prior Learning Assessment and Recognition (PLAR) section of sait.ca.

GED TRANSCRIPTS

If you have a General Education Diploma (GED), please call our office at 403.210.5756 or e-mail us at upgrading@sait.ca for more information about placement into our courses.

PLACEMENT EXAMS FOR ACADEMIC UPGRADING

Placement exams are designed to help ensure students are placed in the correct level of their subject area of choice. This gives students a better chance at a more positive learning experience, and, ultimately, success in the course. We may recommend or require (depending on the circumstance) you take one or more of our placement exams. See the section of this guide entitled “Academic Upgrading Course Prerequisites” for placement test information pertaining to specific subjects. Study guides for all placement exams (with the exception of English) as well as hours of operation and fees can be found at sait.ca.

ADMISSION EXAMS FOR SAIT PROGRAMS

Admission exams are designed for students who lack one or more of the admission requirements for a program at SAIT. Note that the marks on these exams are not transferable to any other institution. The following are the list of admission exams that can be used in lieu of completing the high school courses for admission to SAIT programs: Pure Math 10, Pure Math 20, Applied Math 30, Pure Math 30, English 30, Physics 20, Physics 30, Chemistry 20 , Chemistry 30, Biology 20, Biology 30. Professional cooking also has its own math admission exam. Study guides for all admission exams as well as hours of operation of Testing Services and fees can be found at sait.ca.

HIGH SCHOOL DIPLOMA EXAMS

- SAIT Upgrading students do not write Alberta education diploma exams. Though the courses are very similar to Alberta Education high school courses, they are not exactly the same. Thus, if you want to write a diploma exam, we recommend you take a diploma exam preparation course and review the Alberta Education curriculum carefully before proceeding.
- Alberta Education offers an open writing centre (walk-in) for diploma exams at SAIT in January, June, and August. For information, call 403.288.3033 or visit: education.alberta.ca/students/exams.aspx

COURSES

ALBERTA EDUCATION HIGH SCHOOL EQUIVALENCY

We offer Alberta Education high school equivalent upgrading courses in English, mathematics, and the sciences.

SAIT UPGRADING COURSE	ALBERTA EDUCATION EQUIVALENT
APSC 180	Science 10 (for SAIT only)
BIOL 181	Biology 20
BIOL 182	Biology 30
CHEM 181	Chemistry 20
CHEM 182	Chemistry 30
COMM 180	English 10 (for SAIT only)
COMM 181	English 20-1
COMM 182	English 30-1
MATH 100	None
MATH 180	Math 10C
MATH 181	Math 20-1
MATH 161	Math 20-2
MATH 182	Pure Math 30
MATH 172 (evening only)	Applied Math 30
PHYS 181	Physics 20
PHYS 182	Physics 30

ACADEMIC UPGRADING COURSE PREREQUISITES

Program admission requirements must be met before taking any of the daytime offerings of the courses listed below. If the table states "none" for a high school prerequisite, this means there are no additional prerequisites beyond the admission requirements of the program (which still must be met).

BIOLOGY COURSES

	BIOL 181	BIOL 182
SAIT prerequisite	none	BIOL 181
High school prerequisite	none	Biology 20

CHEMISTRY COURSES

	APSC 180	CHEM 181	CHEM 182
SAIT prerequisite	none	APSC 180	CHEM 181
High school prerequisite	none	Science 10	Chemistry 20

COMMUNICATIONS COURSES

	COMM 180	COMM 181	COMM 182
SAIT prerequisite	none	COMM 180	COMM 181
High school prerequisite	none	One of: English 10-1 or English 20-2 at 65%, or 50% on the English placement test	One of: English 20-1 or English 30-2 at 65%, or 75% on the English placement test

MATHEMATICS COURSES

	MATH 100	MATH 180	MATH 181	MATH 161	MATH 182	MATH 172
SAIT prerequisite	none	MATH 100	MATH 180	MATH 180	MATH 181	N/A
High school prerequisite	none	Math placement test required	Math placement test required	Math placement test required	Math placement test required	Pure Math 20 or Applied Math 20

PHYSICS COURSES

	APSC 180	PHYS 181	PHYS 182
SAIT prerequisite	none	APSC 180 and MATH 100	PHYS 181 and MATH 100
High school prerequisite	none	Science 10 and Math 10-C	Physics 20 and Math 10-C

TRANSFERABILITY AND ADMISSION TO OTHER SCHOOLS

The Alberta Council on Admissions and Transfer (ACAT) guide lists the SAIT Academic Upgrading courses that are accepted for admission into programs in Alberta post-secondary institutions. Most Alberta post-secondary institutions accept SAIT Academic Upgrading courses for admission. You are responsible for confirming that the SAIT upgrading courses will be used for admission to the receiving institution. For more information, view Transfer Information at www.acat.gov.ab.ca.

Any out-of-province transfers must be arranged with the receiving institution as no formal interprovincial transfer guides for upgrading courses currently exist.

DAYTIME COURSE OFFERINGS

Note: This schedule is subject to change.

Fall 2011 (Sept - Dec)	Winter 2012 (Jan - Apr)	Spring 2012 (May - June)
APSC 180	APSC 180	---
BIOL 181	BIOL 181	---
BIOL 182	BIOL 182	BIOL 182
CHEM 181	CHEM 181	---
CHEM 182	CHEM 182	CHEM 182
COMM 180	COMM 180	---
COMM 181	COMM 181	---
COMM 182	COMM 182	COMM 182
MATH 100	MATH 100	---
MATH 180	MATH 180	---
MATH 181	MATH 181	MATH 181
---	---	MATH 161
MATH 182	MATH 182	MATH 182
PHYS 181	PHYS 181	PHYS 181
PHYS 182	PHYS 182	PHYS 182

APPLYING FOR AND REGISTERING IN DAYTIME UPGRADING COURSES

STEP 1 - FIND THE ADMISSION REQUIREMENTS FOR THE PROGRAM YOU WANT TO TAKE

- For SAIT post-secondary programs: Go to sait.ca, click on Programs and Courses, and then on Full/Part-Time Programs (note that a few programs are listed under the Continuing Education link instead). Read carefully through the admission requirements section. Also note any additional selection criteria.
- For post-secondary programs at other institutions: Visit those institutions' web sites or call them for clarification. You may also visit alis.gov.ab.ca and click on the EdInfo or OcclInfo links for information about where certain programs are offered across the province as well as the admission requirements of those programs.

STEP 2 - OBTAIN YOUR DOCUMENTS

- Obtain a copy of your transcripts (see the Transcripts section of this guide for more information). Unofficial copies (for Canadian transcripts) can be used for advising purposes but depending on the situation, you may eventually need an official copy.
- If you do not have a SAIT student ID number, do not send your transcripts to Student Services as they will not be able to enter them. You may visit Student Services in person or call them at 403.284.7248 to receive an ID number. See Step 3 for more information.

STEP 3 - CONTACT ACADEMIC UPGRADING

- E-mail us at upgrading@sait.ca or phone 403.284.7050 and ask to book an appointment with an Upgrading staff member. Alternatively, you may leave a message on our main upgrading line at 403.210.5756. Phone calls and e-mails may take a few days to respond to during peak registration times.
- When you meet with us or when you are e-mailing/phoning us, please have a copy of your transcripts available. The most important information we need to know includes:
 - What your transcripts show
 - What program(s) you want to apply for
 - If you are interested in daytime classes (or if you prefer evening or distance, or a mix)
 - If you have any special requirements you need to meet in terms of course credits or hours (e.g. if you will be funded by the government or another source, if you are a SAIT athlete, etc.)

STEP 4 - APPLY TO ACADEMIC UPGRADING

- Once we have contacted you and have arranged your program plan, and as long as you are taking at least one daytime upgrading course, we will have you apply to the program. If you do not already have an ID number, the process of applying will provide you with one.
- To apply, visit sait.ca, click Apply Now, and follow the screens. The cost is \$50 to apply online (\$100 in person) and the application cannot be switched between semesters. Please contact us before you apply to ensure we are offering what you need in the semester you are applying for and that we still have space available. (Having program seats available and having class seats available are different - see the next point below).
- Once you have applied, if your transcripts (or placement test marks, if applicable) have been entered and you meet the admission requirements, you will be offered a seat. You will be asked to pay a \$250 deposit that is used to go toward your tuition. This does not guarantee your seat in all of your courses (see Step 5).
 - This deposit is non-refundable and cannot be applied to another course or to any other semester. Ensure you are able to attend before paying the deposit.
 - If you miss the deadline to pay your \$250, contact us at upgrading@sait.ca to let us know and we will check to see if we still have space available.
 - If you have applied to another SAIT program for the same semester as you have applied to Academic Upgrading, and, after paying the deposit for our program, you are accepted into the other SAIT program, you may call Student Services at 403.284.7248 and request your deposit be switched. This is only possible until a certain date and for a program in the same semester (contact Student Services for details).

STEP 5 - PLACEMENT TESTS

- Complete any required placement tests as specified by the upgrading advisors. The SAIT testing page at sait.ca has study guides for many of the tests.

STEP 6 - REGISTER FOR COURSES

- As space in each course is limited, paying your \$250 deposit does not guarantee you a seat in each course. We encourage students to register as early as possible.
- When registration opens, we will e-mail all confirmed students (i.e. students who have paid their \$250 deposit) with instructions on how to register for each individual course.
- Registration typically opens at the following times, so be sure to check your e-mail frequently at these times:
 - July (for the fall semester)
 - December (for the winter semester)
 - Late February/early March (for the spring semester)
- Timetables are available when you register. Classes are scheduled Monday through Friday between 8:00 AM and 6:00 PM
- Payment is typically due the day you register or shortly after. For updated payment deadlines, go to sait.ca and in the Search box type in Dates to Remember (click on the first link that comes up). If your tuition is not paid by the deadline, your application will be cancelled.
- If you have applied for funding and you have not yet received your notification of approval, you must pay the fees or delay registration. You may register/re-register when you have the funds to pay. We are unable to hold spaces in classes for students who have not paid.

STEP 7 - ATTEND ORIENTATION AND CLASSES

- We will e-mail all confirmed students with the date of Orientation. This typically takes place on the Thursday or Friday immediately before classes begin. Attending Orientation is highly recommended so that you:
 - Can find your classes and labs;
 - Are aware of any last-minute issues or changes;
 - Are informed of important academic and non-academic policies;
 - Are advised of services offered on campus, including tutoring, access to a learning strategist, accessibility services, counselling, funding, campus recreation, the library and many others.

REGISTERING FOR EVENING AND DISTANCE ACADEMIC UPGRADING COURSES

- Evening and distance upgrading courses are under the Continuing Education department. They are offered based on student demand.
- See Steps 1 and 2 under the section Applying For and Registering in Daytime Upgrading Courses. After that, you can go to sait.ca, click on the Continuing Education link, and under Quick Search by Course Code, type in the name of the course that you want. The schedule and fee will appear on the screen. To register, click Register or phone Student Services at 403.284.7248. Payment is due upon registration.
- You do not need to apply for the Academic Upgrading program if you are taking only evening or distance upgrading courses.
- If your transcripts have not been entered into the system, you will be contacted by Student Services a day or two after you register to inform you that you have been dropped due to lack of prerequisites. If you did submit your transcripts but were still dropped, phone Continuing Education at 403.774.4746 to advise them of the situation and request that you be re-registered into the course.
- If you would like assistance with program planning (plotting your courses across semesters so you finish in time to apply to a certain program), see Step 3 under the section Applying For and Registering in Daytime Courses for our contact information and we can assist you.

DROPPING OR WITHDRAWING FROM COURSES

- Please consult the Academic Calendar by visiting sait.ca, clicking on MYSAIT, and then on Publications. Scroll down to find the latest version of the Academic Calendar. Information on dates and fees about dropping and withdrawal are near the back of the calendar.
 - Daytime courses: You may be able to drop courses via [mysait](http://mysait.ca) during the add/drop period (contact our office if you have any issues), but if you are registered in only one course (or want to drop all courses), you must withdraw from the program. This requires a signed form so please contact our office. To withdraw from any daytime course before the withdrawal deadline, contact us as you need a signed form from our office.
 - Evening/distance courses: Contact Student Services at 403.284.7248.

COSTS FOR TUITION, OTHER FEES, AND TEXTBOOKS

- Daytime fees (fees presented here are examples only; are subject to change for the next academic year):
 - Daytime course tuition was approximately \$461 per course during the last academic year. Non-instructional fees (campus recreation, facilities, and Students' Association) for students taking one or two courses were approximately \$45 per course, making the total for each course \$506.
 - However, students who take three or more daytime courses are classified as "full-time" by SAIT and are charged higher non-instructional fees as well as additional fees for the U-Pass and health/dental plan. These fees were approximately \$445 in total. As an example, a student in three daytime courses had a total fee charge of:
 $\$461 \times 3 = \$1383 + \$445 \text{ non-instructional fee} = \$1828.$
 - If you are a full-time student but have adequate insurance coverage and want to opt-out of the health/dental plan, contact the Health and Dental Plan Office in the Senator Burns building (N117), phone 403.284.8610, or visit gallivan.ca.
 - Textbooks range from \$150-190 per course. We highly recommend that you speak with us in Upgrading or with your instructor on the first day of class before purchasing the textbook. Some textbooks are used for more than one course (e.g. math, biology, chemistry, and physics, if you start at the lower level) so ensure that you don't sell them at the end of the term if you are continuing on to the next level.
- Evening/distance fees (fees presented here are subject to change):
 - Evening and distance courses run at a flat rate. No non-instructional fees are charged. The current rate for evening is approximately \$495, and for distance is approximately \$520.
 - Evening students need to purchase the textbook. We highly recommend that you wait until the first day of class and speak with the instructor before purchasing a textbook.

FUNDING

- A grant is money that you do not need to pay back. Both full-time and part-time government grants are available for Academic Upgrading courses to eligible learners who apply early. If you are taking daytime courses, consult with the Upgrading office to determine whether you will be full-time or part-time; then, visit the Skills Investment Program section of the SAIT website for more details on how to apply. If you are taking only one or two evening courses, visit sait.ca above and click on part-time.
- Government loans (money which you borrow and must be paid back) are not available for upgrading courses. However, you may consult your bank for personal loans.

1301 16 AVENUE NW
CALGARY, ALBERTA, CANADA T2M 0L4
403.284.SAIT (7248)
OUTSIDE CALGARY CALL
1.877.284.SAIT



POLYTECHNICSCANADA
Real solutions.

