

Registrar & Admissions Services at Burman University is here to serve you academically. We ensure you are an official student at Burman by processing your application and registering you for classes. Students are welcome to visit our office in the lower floor of the Administration Building.



WHAT IS REGISTRAR & ADMISSIONS SERVICES RESPONSIBLE FOR?

- Academic Calendar Information/Policies
- Academic Petition
- Add/drop Classes
- Admission Counselling
- Any Academic Forms (e.g. Prerequisite Forms, Enrolment Confirmation Forms, etc.)
- Change of Program
- Rescheduling Final Exams
- Graduation Application
- Transcripts
- Transfer Credits

BURMAN UNIVERSITY REGISTRAR INFO

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BURMAN UNIVERSITY

REGISTRAR AND
ADMISSIONS SERVICES



NOTES

ACADEMIC CALENDAR

Our Academic Calendar can be found online (www.burmanu.ca/registrar-and-admission-services). This important booklet of information includes everything you need to know to succeed academically. Topics include details from admissions all the way to graduation. Please keep in mind that your year of admission to Burman University determines the Academic Calendar used to plan your program of study to meet your specific graduation requirements.

GRADE POINT AVERAGE

The Grade Point Average (GPA) is a number between 4.00 (A+) and 0.00 (F) that indicates a student's academic progress. It is calculated by determining the total grade points earned (each letter grade is changed to its numerical equivalent and multiplied by the number of credits for the course) and dividing this number by the total number of credits.

Course	Credits	Letter Grade	Credits X Grade Points
ENGL 275	3	B+	3 x 3.3 = 9.9
PHIL 220	3	A-	3 x 3.7 = 11.1
PEAC 225	1.5	C+	1.5 x 2.3 = 3.45
	=7.5		=24.45
The GPA is 3.26 (24.45 divided by 7.5)			

TERM GPA is the GPA earned in a particular semester. It determines eligibility for the Dean's List (GPA above 3.7) and if a student is academically eligible to continue their participation in clubs, organizations, and extracurricular activities (GPA above 2.0).

CUMULATIVE GPA is the GPA of all final grades earned to date and determines restrictions in course load or academic dismissal and eligibility for conferral of degree credentials and academic honours.

IMPORTANT FORMS

ADD/DROP FORM

- All elements are date specific
- Must submit before **September 9, 2019** to add a class
- Must submit before **September 16, 2019** to drop any full term course
- Must submit before **November 14, 2019** to withdraw from any full term course

CHANGE OF PROGRAM

- May submit at any point in the semester
- Must submit to change a major, minor, track, or concentration.
- Must submit in order to add a minor.
- At minimum, expect a month processing time due to the multiple departments involved in the process

STUDENT PORTAL

Login at: <https://myportal.burmanu.ca/students/login.asp> to access your:

- Registration
- Class Schedule
- Grades (midterm and final)
- Unofficial Transcripts
- Submitted Documents
- Degree Audit

IF YOU NEED TO SEE THE REGISTRAR

regarding transfer credit, off-campus study or other academic concerns, please book an appointment at the front window. General inquires will be answered by our friendly Registrar and Admissions Services team during office hours.

Registrar & Admission Services Office Hours:

Monday – Thursday
9:00 AM - 12:00 PM
1:00 PM - 4:00 PM

Friday
9:00 AM - 11:30 AM

IMPORTANT UPCOMING DATES

- September 3: First day of classes
- September 3-16: 100% tuition and mandatory fee refund
- September 5: Last day to add any half-term course
- September 9: Last day to add a course and change from credit to audit or audit to credit
- September 16: Last day to drop any full-term course without entry on permanent record
- September 17: Withdrawal from a course results in W grade begins
- September 17-30: 75% tuition refund