

FAQ

Applying to Brock

Q: What are the general prerequisites to apply to Brock U?

A: Each program at Brock has its own prerequisites of secondary school courses, and some have minimum grade requirements for specific courses.

Q: What are the prerequisites to apply to my specific program? Where do I find it?

A: In the Brock viewbook, you can find specific admission requirements for each faculty located on pages 92-97. Note the “competitive admission average” as this is the average for admission to each program in previous years. Contact staff at AbSS, admissions, or recruitment department to obtain a physical copy for free. Alternatively, use the digital version in link below.

https://issuu.com/brockuniversity/docs/2020-253_-_brock_viewbook_2021_digitalversion

Q: How much is tuition to attend Brock?

A: Tuition at Brock varies based on the program are attending, and if you are a domestic or international student. For domestic students, tuition varies from \$6,089-\$8,327. For International students, tuition varies from \$27,885-\$29,153. Remember to factor in the cost of housing, food, and books! These prices will vary depending on your housing situation and admitted program.

Q: How do I transfer to Brock from a different college or university?

A: A transfer student may apply part way through their studies, or if they have already graduated. Brock evaluates each transfer applicant individually and may grant transfer credits from your previous post-secondary institution. Transfer student applicants may apply online or book a virtual appointment (https://discover.brocku.ca/?carousel_exp=appointments) to be assessed on-the-spot. Use the link below to learn more about the process of transferring to Brock.

<https://brocku.ca/admissions/transfer-students/>

Q: How do I apply to Brock as a mature student? What if I don't have my high school diploma or G.E.D.?

A: For mature students, there is an application stream for you! Follow the instructions within this link (<https://brocku.ca/admissions/other/>) regarding mature students (about half way down the page) and contact recruitment department, or AbSS to assist you in applying to Brock.

For any applicants that do not have their high school diploma or G.E.D, there are several transition programs/paths to move towards becoming a full-time student at Brock.

- Six Nations Polytechnic Consortium Program: 8 courses, once completed with a 60% average or more, students can continue into Brock's Bachelor of Arts program. For more information, visit <https://www.snpolytechnic.com/program/university-consortium-year-1-program>
- Gidayaamin - Indigenous Certificate Program: The Indigenous Certificate Program is designed as a full-time program for Indigenous students who wish to pursue university studies. The program is designed as a transitional program that will assist Indigenous students, many of whom may be parents of young children, in overcoming a variety of academic, cultural and linguistic barriers. Contact the Tecumseh Centre to learn more about this program.

(BOOST 3 credits, non-credit basic skills course... continues OSAP)

Course Registration and Management

Q: How do I know what courses I am supposed to register for?

A: Undergraduate calendars for specific departments and programs can be accessed through the University's undergraduate calendar webpage. Please note that you must follow the calendar year in which you were admitted to your program. It is important to be in continued contact with your academic adviser in order to ensure that you are meeting your degree requirements.

Q: Where do I find course calendars?

A: The undergraduate calendar for the current year can be accessed here: <https://brocku.ca/webcal/current/undergrad/>

Q: How do I register for a course?

A: Brock's website has created a great step-by-step guide to registering for your courses and ensuring you are enrolled in the correct classes. Visit <https://brocku.ca/guides-and-timetables/registration/undergraduate/> for the thorough guide.

Q: What is an elective?

A: An elective is course that you get to choose! The requirements of the elective will depend on the program and year you are in. For some, there will be a list of electives to choose from, for others it may be an 'open' elective which means you can choose any course within the university catalogue. Consult the program requirements to fully understand the elective requirements. If you have any questions, contact your faculty's administrators or AbSS.

Q: How do I drop a course?

A: Students can withdraw from courses online via the student portal at <https://my.brocku.ca/>. For step by step instructions, visit <http://brocku.ca/registrar/wp-content/uploads/sites/45/How-to-withdraw-from-a-course-after-registration-has-closed-1.pdf>

Q: What happens when I drop a course? Are there fees?

A: The implications of dropping a course are dependant on the time in which a course is dropped. Refer to the “Important Dates” section in this FAQ for links to Brock’s course drop/withdrawal deadlines and tables referring to refunds of tuition. There is a difference between dropping and withdrawing from a course. Dropping occurs before the posted date. Students are free to add or drop courses through the online registration system without financial penalty (unless all courses are dropped) while the system is open. Dropped courses do not appear on the student transcript.

Students who drop **all courses** between the start of term date and the drop date will be charged a full drop fee calculated at \$100 per credit dropped to a maximum of \$500. This also applies to students who may be granted back dated drops through the registrar’s or Dean’s office.

Withdrawing from a course occurs after the posted drop date. Students may withdraw from courses online via the student portal at my.brocku.ca. Withdrawn courses appear on the student transcript, along with the date of withdrawal. The final date to withdraw from courses without academic penalty is posted in the appropriate registration guide.

Please note that the final date to withdraw without academic penalty is not the same as the final date to drop without financial penalty. All withdrawals have financial penalties.

This information comes from the BrockU webpage <https://brocku.ca/safa/drops-withdrawals-and-refunds/#undergraduate-withdrawals>. For additional information, including tuition refunds and drop deadlines please consult the link, or contact registrar, financial services, or AbSS for further assistance.

Q: Can I change my major? How?

A: It is possible to change your major, but it is something to plan and reflect on. From the Brock’s website: “It is highly recommended that you consult with an academic adviser when you are considering a change of major. There is a process for changing your major and academic advising will help you understand the process and facilitate a smooth transition. Application and approval for change of major is required.” Please contact academic advising to consult with an advisor, or discuss with staff at AbSS before proceeding with the change of major.

Q: What happens if I do not pass a course? Can I retake it?

A: A student may repeat a failed course, but no course may be repeated more than once. Both grades will remain on the student's transcript, but the second grade will be used in the calculation of the student's average.

Q: I have been notified that I am on Academic Suspension. What are my options to move forward?

A: All academic suspension information is found at <https://brocku.ca/ombuds/undergraduate/academic-suspension-guide/>. It has a variety of links and steps to recovering from an academic suspension and getting back on track. One path is through appeals, disagreeing with your academic suspension and looking to continue on your path. A second, is to create a plan to return to a modified schedule with Brock. One notable example is the BOOST program, which allows students to take 3 credits and a life/writing skills course. This allows you to maintain your status as a student (which is great for OSAP or band funding). The final option is to take some time away from post-secondary education, to eventually (hopefully) return.

In all scenarios, if you have received an academic suspension, please contact AbSS so that we can support you and, together, create a plan that works for your success (however that may look).

Q: Can I defer a semester or a year? Will my admission spot be held?

A: There is a process for deferral of your admission under extenuating circumstances. In the case of accepted deferral request, your admission and entrance bursaries will be held for a period of one year. This does not apply for students who have already been taking courses at Brock. If you do not register for courses, you will need to reapply to Brock. For more information, visit <https://brocku.ca/admissions/undergraduate/deferral/>.

Q: How do I get a minor?

A: From Brock's website: "A minor is distinct from a student's major or combined major and requires from four to six credits as designated by the relevant academic Department/Centre.

Students wishing to obtain a minor, within a degree program, may not use the same course(s) to satisfy both the major requirement and the minor requirement. Application and approval to carry a minor is required."

Scholarships/Bursaries

Q: Are there scholarships/bursaries available from Brock?

A: Yes! Brock has a large variety of scholarships/bursaries available for students. Scholarships tend to be based on merit (eg. academics, community, or

athletics). Bursaries tend to be based up financial need. Both are non-repayable, AKA, free money!

Q: How do I apply to scholarships/bursaries?

A: Brock utilizes OneApp to streamline the application process for scholarships/bursaries. You only have to submit to OneApp once a year and are able to update your information throughout the year. Please refer to the “Important Dates” section of this FAQ and note the deadline for OneApp submissions.

Aside from Brock, there are many opportunities to apply for scholarships/bursaries. External funders such as Indspire, Metis Nation of Ontario, or even your parents place of work could have opportunities to apply for. Brock also recommends search for additional funding through search engines located with the following link: <https://brocku.ca/safa/awards-and-bursaries/other-resources/>

Q: If I get a scholarship, does it go towards my Brock account or personal banking?

Any scholarship received from Brock goes directly to your student account. External scholarships or funders will either give monies directly to students or follow the ‘sponsorship letter’ process that pays directly to Brock University. For a link to more information on sponsorship letters, see the FAQ question regarding band funding applications.

Funding/Financial

Q: Where do I find my bill statement for money owed to Brock?

A: For all account information including tuition fees and due dates visit <https://brocku.ca/safa/tuition-and-fees/access-your-account/> . You can also view your finance history through the link provided above.

Q: How do I pay my tuition and fees?

A: Tuition and fees can be paid in a variety of ways. Please visit <https://brocku.ca/safa/tuition-and-fees/making-a-payment/> for different methods of payments, and a guide for using the method of payment of your choice.

For tuition due dates differ for OSAP, band-funded, and non-OSAP/band-funded students. Please visit <https://brocku.ca/safa/tuition-and-fees/tuition-due-dates/> for tuition due dates to avoid late fees, interest, and surcharges.

Q: What happens if I pay my tuition late?

A: Interest is charged at a rate of 1.5% per month (compounded to 19.56% annually) on any unpaid balance each month. This rate is subject to change. Interest will not be waived for late payments. **All students are bound by the Statement of Student Financial Responsibility, which must be electronically signed prior to registration in each academic year.**

Q: How do I apply to my band for funding?

A: Every band has specific rules and guidelines in how it processes education funding, and the requirements of its students. Please contact your band's band office or education authority to gather information on how to apply for funding.

After you have been approved for band funding, you need to complete the sponsorship letter requirements for your band to pay certain fees* (eg. Tuition, textbooks, residence, etc.) Visit the link below for sponsorship requirements and direction. If you have any questions, contact staff at AbSS or email receivables@brocku.ca

<https://brocku.ca/safa/awards-and-bursaries/sponsored-students-tuition-billing/>

*Note: Fees not covered by the sponsor are the responsibility of the student to pay, in accordance with Brock's payment due dates and overdue accounts policy. See FAQ about paying tuition and fees above for directions on statements and payments.

Q: What do I need to do to continue receiving my band funding? What affects my band funding?

A: Similar to applying for band funding, each band will have different rules for maintaining funding and how your funding can be affected. For example, to continue receiving education funding, some bands require you to maintain a certain course load. In this situation, the student would need to consult their band education authority to understand the implications of dropping a course to determine whether dropping a course is the right choice. In all scenarios, AbSS staff will support and advocate on your behalf so that you can continue your studies.

Course Marks

Q: How do I see my marks? When are marks due?

A: To access your course marks, sign into your student profile at mybrocku.ca. Final marks are due from professors shortly after each semester's exam period. Consult the 'Important Dates' section to follow the link towards examination dates.

Q: What do I do if I do not agree with a mark on my assignment? For my final grade?

A: In some scenarios, students may disagree with the mark that they received from their professor. There are processes to appeal a final grade, and the different routes apply to different circumstances. In all scenarios, please discuss your marks with the professor **first** before proceeding to university processes such as appealing a final grade or meeting with the ombudsman. These two latter options are steps that elevate your disagreement into a complaint. Please discuss with AbSS staff before pursuing either option to ensure you are on the right path. The link below provides more information on each of these steps.

<https://brocku.ca/ombuds/undergraduate/undergraduate-grade-appeal-guide/#instructor-supervisor>

Accommodations & Services

Q: How do I apply for an accommodation? What do I need to provide?

A: If you are a new student accessing Student Accessibility Services, and have questions, visit the “New Students” tab within Student Wellness and Accessibility Services. In this webpage, you have the option to contact the “Transitions Coordinator” for more information, or register to access services and accommodations.

Once you are registered, you can begin by booking an appointment through email, webchat, or phone through the Student Wellness and Accessibility Services ‘Contact Us’ webpage at: <https://brocku.ca/health-wellness-accessibility/sas/contact-us/>. They will give you all the information you need to navigate this process.

Q: What do I do if my accommodation is not being met?

A: Your case manager’s goal is to ensure students receive consistent and appropriate service. Contact and meet with you case manager through Student Wellness and Accessibility Services if you believe your accommodation is not being met. Brock and its staff are fully committed to assisting students with the necessary accommodations. Call 905-688-5550 ext.3240 to schedule an appointment with your case manager, or book one online at <https://brocku.ca/health-wellness-accessibility/sas/contact-us/>.

Important Dates

Q: What are some important dates? Where can I find them?

A: <https://brocku.ca/important-dates/> lists and sorts many important dates for your consideration. It houses dates within three main categories: course registration deadlines* (sorted by semesters), course withdrawal deadlines* (as well as financial/tuition refund deadlines), and subject/occasion dates (holidays, reading week, exam periods, residence moving dates, and convocation).

*Note: For ESL and Teacher Education students, there is a specific section regarding your course registration and withdrawal deadlines.

Contacts

- Friendship Centres in the Area
 - Niagara on the Lake
 - T: (905) 688-6484
 - Fort Erie
 - T: (905) 871-8931
 - Hamilton
 - T: (905) 548-9593
- ONWA (Fort Erie)
 - T: (905) 871-8770
- NPAAMB (Niagara Peninsula Aboriginal Area Management Board)
 - T: (289) 599-2400
- MNO (Metis Nation of Ontario)
 - Michael Smith, Education Officer
 - T: (519) 375-5102
 - E: michaels@metisnation.org
- Indigenous Housing
 - Ontario
 - +1 (866) 391-1061
 - Niagara
 - T: (905) 641-0094
 - Hamilton
 - T: (905) 548-6974
- SOADI (Southern Ontario Aboriginal Diabetes Initiative)
 - T: (519) 750-0893
- Indspire
 -
- GREAT (Grand River Employment and Training)
 - T: (519) 445-2222
- Apatisiwin
 - T: (418) 923-2525
 - E: info.asd@cngov.ca