Verifying Full- or Part-Time Status in Self Service

General Information

Since the Fall of 2006 a student’s full or part-time status is determined on a term by term basis, prior years are determined by academic year. For Undergraduate Students these terms are Fall Term (September – December) and Winter Term (January – April). For Graduate Students these terms are Fall Term (September – December) and Winter Term (January – August). The University of Manitoba does not determine full- or part-time status in the Summer Session (May – August for Undergraduate students). For years prior to this full- or part-time status is determined by academic year.

Undergraduate, Pre-Masters, and Course-Based Graduate programs

Most Undergraduate programs, as well as some Graduate level programs, have 9 credit hours per term as their full-time mark (or 18 credit hours per regular academic session prior to Fall 2006), but some do have variations. If you are not 100% positive, check with your unit about your program regulations.

Note: Co-op/Industry Internship students: The student’s General Record will indicate if they are in a co-op, but this information is not recorded in the system for Electrical Engineering Industry Internship students. To verify a student’s participation the Industry Internship program you may contact the Electrical Engineering Industry Internship coordinator. This will affect how you determine their full- or part-time status. You will declare their full- or part-time status while they are in the Co-op or Internship placement based on what their status was in the REGULAR SESSION TERM PRECEDING their work term. Ex. If student is Full-Time in the regular session term preceding their work term, the student is full-time during their work term. If term is part-time, the student is part-time during their work term. IF the student was in a work term preceding the current work term, please see one term prior (excluding summer session).

1. Using Advisor Services in Aurora Student Self Service, select Academic History by Term. If you have not yet done so you will be required to enter the Student ID.

2. Verify the number of credit hours in which the student was enrolled during the term in question by looking at the Attempted Hours. Credit hours for courses that have been withdrawn from should not be included when determining time status. Note: On the Academic History by Term there are multiple credit hour columns: Cr Hr, Deg Hr, or Hr-pass (column titles show only at the top of the display). The column used in the example below (Deg Hr) does not include credit hours for courses that have been withdrawn from (other columns may include these), and does include credit hours for courses that have a failing grade; this is the suggested column to use for determining time status.
Non course-based Master and PhD programs

Some graduate studies students are enrolled in course based programs, while most are admitted to their program of study as either a full- or part-time student. As such credit hours cannot be used to determine time status for many Graduate Studies students who are in a Master or PhD program. Note: some students may change their full- or part-time status during their program.

1. Using Advisor Services in Aurora Student Self Service, select General Record. If you have not yet done so you will be required to enter the Student ID.

2. Look at the student’s Rate information. This information pertains to the assessment of their tuition fees, which is based on and reflects their full- or part-time status. This status, however, is dependent on whether the student is registered for the term.
3. Select one of the options from Advisor Services for viewing a student’s registration. Options available include the Aurora Academic Transcript, other Academic History views, and the Registration History. Verify that the student is at the very least registered in the term in question for their Master or PhD Re-Registration, which is 0 credit hours.