

NON-UVIC STUDENT INFORMATION

2020 University of Victoria - Cuba Ethnographic Field School

This document has been put together by UVic Anthropology office and is meant as a guideline only.

This document contains information for **Non-UVic students** to outline the processes and costs associated with participating in our University of Victoria Cuba Field School: **ANTH 393 and ANTH 395**.

For deadlines, application and other details please see the field school's webpage:
<https://www.uvic.ca/socialsciences/anthropology/undergraduate/fieldschools/cuba/index.php>

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1) Apply & Get accepted into the field school

Acceptance into the field school is **the first step in the process of registering**.

2) Apply for admission to UVic

Once you have been accepted into the field school, please contact UVic's Office of the Registrar (OREG). You first need to be admitted to UVic before our department can register you in the specific anthropology course. Please direct questions to OREG about the exact tuition cost and registration requirements:

- **Admission** questions: 1-250-721-8121
- **Tuition** questions: 250-721-7032 or 1-800-663-5260

The admission procedure can take considerably more time for non-UVic students, so please plan accordingly.

There are few different categories of applicants – more information here, but again, OREG is the place to check which category works best for your situation:

www.uvic.ca/future-students/undergraduate/admissions/short-term/index.php

Most students will fall under the **visiting category**:

www.uvic.ca/future-students/undergraduate/admissions/short-term/visiting/index.php

- A. Apply to UVic (pay [application fee](#) – e.g. \$76.25 in 2019)
 - a. You should receive two emails:
 - i. Confirmation email (usually within 2 business days after application submitted) with your UVic's student number (V00-----)
 - ii. Introductory email from UVic admissions assistant (usually within a week of your application submitted) and instructions on what to do next
- B. Submit a Letter of Permission (LOP) to your UVic's admissions officer (if you haven't done so already) and anything else that might be required

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- a. You must arrange for **your** university or college to send a letter of permission to Undergraduate Admissions. The letter must include: the session for which permission is given AND the specific courses to be taken while you are visiting UVic.
- b. Your application will not be processed until this information is received.
- C. Pay acceptance deposit (\$200) by the deadline provided in your admission letter. This deposit will be put towards your tuition.
- D. More on that here: <https://www.uvic.ca/future-students/undergraduate/admitted/index.php>

3) Contact ANTH office to get registered

Once you have been admitted to UVic, you will be given a UVic student number (V00#) by the admission officer at OREG. Please send this number to Jindra Belanger at anthtwo@uvic.ca so you can be registered/enrolled into the relevant courses (ANTH 393 and ANTH 395).

To recap

- All students must be enrolled at Uvic before they can be registered in a course.
- Students accepted into the field school will not be able to register themselves in the field school courses as they require department permissions.
- Anthropology undergraduate secretary, Jindra Belanger (anthtwo@uvic.ca) will enroll all students in the field school courses. In order to do this, we require your name and V00#.
 - You will be enrolled once your field school fees have been paid and all documents have been received (signed waiver, consent and liability forms).

Other information:

Transfer Credits

It is **your responsibility** to find out from your home institution what the steps are to have transfer credits recognized (e.g. our UVic students taking courses elsewhere need to supply an official transcript to Office of the Registrar before their transfer credits will be evaluated and approved. Students might be also required to provide a course outline of the course they took.)

Fees

- **Tuition fees:** international or domestic
 - Budgeting/tuition: <https://www.uvic.ca/registrar/safa/planning/index.php>
- **UVic Application fees** (as of September 1, 2019):
 - Domestic: \$77.75
 - International: \$132.00

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Auditing

Auditing is rarely approved for field school courses and has to be discussed with instructor beforehand. More about this option here: <http://www.uvic.ca/current-students/home/course-registration/audit/index.php>

- **Auditing fees:** international or domestic
<https://web.uvic.ca/calendar2019-09/undergrad/info/tuition/audit.html>

If instructor is willing to accept an auditor, complete and sign this form: [audit form](#). Then forward to anthtwo@uvic.ca. We will get the instructor's approval and then send it over to OREG for processing.

Graduate students

Are you a graduate student from another university wishing to take courses for credit in your graduate program? Read this document and if your university is part of the "Western Dean's Agreement" program complete the form (if it isn't there is info on this form too – page 3): <https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Western-Deans-Agreement-Form.pdf>