



BURMAN UNIVERSITY REGISTRAR AND ADMISSIONS SERVICES



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.

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

There are many academic forms available in the CAMS Student Portal (<https://myportal.burmanu.ca/students/login.asp>) that can be filled out electronically and submitted. These forms allow you to interact with Registrar Services to help you meet your academic needs.

ACADEMIC FORMS

- Academic Committee Petition
- Application for Additional Degree Discount
- Change of Program
- Graduation Application
- Letter/Form Request
- MUAP/MUSI/MUSP Course Registration
- Off-campus Study
- Pre-requisite Waiver
- Prior Learning Assessment and Recognition (PLAR)
- Reschedule a Final Examination

REGISTRATION FORMS

- Course Drop/Withdrawal Voucher
- Complete Registration Withdrawal Form

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

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 inquiries will be answered by our friendly Registrar and Admissions Services team during office hours.

BURMAN UNIVERSITY REGISTRAR INFORMATION

DAVID JEFFREY | Registrar

Ext. 4024
lmurrin@burmanu.ca

MIMA GNANASEKERAN | Assistant to the Registrar

Ext. 4138
mgnanase@burmanu.ca

NICOLE BARTOLAY | Admissions Officer

Ext. 4006
nsydenha@burmanu.ca

CHRISTINA THORARINSON | Administrative Support Specialist for Registrar Services

Ext. 4025
cthorari@burmanu.ca



Registrar & Admission Services
Office Hours:

Monday – Thursday
8:30 AM - 12:00 PM
1:00 PM - 4:30 PM
Friday
8:30 AM - 11:30 AM

FOR A LIST OF
IMPORTANT UPCOMING DATES
TO REMEMBER,
CHECK OUT THE
ACADEMIC CALENDAR

<https://www.burmanu.ca/academicdates>