

**ACADEMIC UPGRADING**  
SCHOOL OF ARTS AND CULTURE

**UPDATED: MAY 2022**

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

**ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION**

- See the [Academic Calendar](#)

**WHAT IS THIS GUIDE?**

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program.
- If you are transferring to another institution to complete your degree, we strongly advise that you read the Academic Calendar of your destination institution for full information.

**GRADUATION REQUIREMENTS:**

- Few post-secondary programs at Red Deer Polytechnic or elsewhere require a high school diploma for admission – if it is required, it will be stated explicitly in the admission requirements. Most students register in upgrading classes in order to meet the specific course requirements for their goal program. That being said, it is possible to earn a High School Equivalency Diploma through the Academic Upgrading program if you do not already have a high school diploma.
- The following chart outlines the required courses. Note that at least 3 of the 5 courses must be taken at RDP.

<b>Subject</b>	<b>Accepted RDP Upgrading courses</b>
English	ENGL 095 or 090
Mathematics	MATH 085 or higher
Science	BIOL 085, CHEM 085 or PHYS 085 or higher
Social Studies	SOST 095 or 090 (only SOST 095 is offered at this time)
Additional 2-credit or higher upgrading course or high school option	Any high school level course that is not a pre-requisite to one of the above courses.

## WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.

- **Fall** term (September through December)
- **Winter** term (January through April)
- **Spring** term (May through June): Spring term is an optional, condensed term. Course offerings are limited.
- **Summer** term (July through August): Summer term is an optional, condensed term. Course offerings are limited and upgrading courses may not be available.

## HOW MANY COURSES SHOULD I TAKE A TERM?

- The maximum number of Upgrading courses you can take in the Fall or Winter terms is 3 courses and 2 courses in the Spring (optional term).
- Students admitted to Open Studies or another post-secondary program may elect to take upgrading and post-secondary level courses at the same time. In this case, the limits are:
  - 2 upgrading courses and 2 post-secondary courses
  - OR 1 upgrading course and 3 post-secondary courses
  - OR 3 upgrading courses
- For Spring or Summer, the maximum course load is:
  - 2 courses, regardless of whether they are upgrading or post-secondary level.
- Note that full time students who qualify for funding may need to take an additional ADEV course in order to meet the contact hour requirements to maintain full time status.
- We encourage you to find the best course load for you to be successful in your courses and your program!
- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit <http://www.rdpolytech.ca/upgradingfunding>

## ADMISSION PROCESS AND REGISTRATION

- Submit an application to Red Deer Polytechnic
- Once your application has been processed, you will have access to the Academic Upgrading Background information form through your Loop account.
  - To access this, click on the Applications tab on the right hand side (under menu on mobile) and then click on the program name to expand the admission requirements checklist and comments. Click on the “Academic Upgrading Assessment” item to find the form
- Once you have completed the form, you will receive an email with your next steps. This may include completion of an online Math and/or English assessment. If the assessment is not required, you will be provided with a learning plan at this point.
- If the assessments are required, you’ll receive another email with instructions for completing the assessment. Once your assessment(s) are complete, you’ll receive an email from an advisor with your learning plan that outlines the upgrading courses you need to take starting from your current level to completion of the subject levels required for admission to your goal program.
- Once the advisor emails your learning plan, the registration hold will also be removed from your account, allowing you to register for classes online.
- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
  - Registering in classes
  - Waitlisting
  - Checking Prerequisites and Corequisites
    - Courses listed as **prerequisites** must be completed before you start the course in question.
    - Courses listed as **co-requisites** must be taken at the same time as the course in question.
  - Viewing Your Schedule
  - And much more!

## COURSE INFORMATION

RDP COURSE		EQUIVALENT	PREREQUISITE	COMMENTS
<b>ADEV 068</b>	Supported Study I	N/A	N/A	1-credit study skills course for students needing to increase their contact hours to qualify for funding
<b>ADEV 069</b>	Supported Study II	N/A	N/A	2-credit study skills course for students needing to increase their contact hours to qualify for funding
<b>BIOL 085</b>	Introductory Biology	Biology 20	<b>Pre or Co-Req:</b> ENGL 050	
<b>BIOL 095</b>	Preparatory Biology	Biology 30	BIOL 085 or Bio 20 <b>Pre or Co-Req:</b> ENGL 075 or ELA 10-1 or 20-2	
<b>CHEM 085</b>	Introductory Chemistry	Chemistry 20	<b>Pre or Co-Req:</b> MATH 075 or Math 10C	
<b>CHEM 095</b>	Preparatory Chemistry	Chemistry 30	CHEM 085 or Chem 20 <b>AND</b> MATH 075 or 10C	
<b>ENGL 050</b>	Basic English	N/A	None	Preparation for high school level English
<b>ENGL 075</b>	Reading Viewing & Composition	ELA 10-1 and 20-2	ENGL 050 or ELA 10-2 or by assessment	
<b>ENGL 085</b>	Reading & Writing about Literature	ELA 20-1	ENGL 075 OR ELA 10-1 or ELA 20-2 or by assessment	
<b>ENGL 090</b>	Analytical Reading & Writing	ELA 30-2	ENGL 075 OR ENGL 085 OR ELA 20-1 OR ELA 20-2 or by assessment	
<b>ENGL 095</b>	Literature & Composition	ELA 30-1	ENGL 085 OR ENGL 090 OR ELA 30-2 OR ELA 20-1 OR EAP Level 2 or by assessment	May also meet English Language Proficiency requirements for <i>some</i> programs, with a grade of C- or higher.
<b>MATH 050</b>	Preparatory Mathematics	N/A	None	Preparation for high school level Mathematics
<b>MATH 075</b>	Introductory Algebra	Math 10C	MATH 050 or Math 9 or by assessment	
<b>MATH 082</b>	Intermediate Math Principles	Math 20-2	MATH 075 or Math 10C or by assessment	
<b>MATH 085</b>	Intermediate Algebra	Math 20-1	MATH 075 or Math 10C or by assessment	
<b>MATH 092</b>	Principles of Mathematics	Math 30-2	MATH 085 or Math 20-1 or 20-2 or by assessment	
<b>MATH 096</b>	Precalculus, Algebra and Trig	Math 30-1	MATH 085 or Math 20-1 or by assessment	
<b>MATH 097</b>	Introduction to Calculus	Math 31	<b>Pre or Co-Req:</b> MATH 096 or 30-1	Winter only
<b>PHYS 085</b>	Introductory Physics	Physics 20	MATH 075 or Math 10C	
<b>PHYS 095</b>	Preparatory Physics	Physics 30	PHYS 085 or Phys 20 <b>AND</b> MATH 085 or Math 20-1 or 30-2	
<b>SOST 095</b>	Twentieth Century World	Social Studies 30-1	SOST 20-1 or 30-2 or Consent of the Department	Recommended Pre-Req/Co-Req is ELA 30-1 or ENGL 095

## IMPORTANT NOTES

1. **While math and English courses at the 20, 30, 23, and 33-levels and math courses at the applied and pure levels** may be accepted to meet prerequisites (where stated) please note these courses have not been taught for many years. If you are presenting math or English courses at these levels you are advised to consider refreshing your math or English knowledge with the new curriculum. You will be expected to know it.

Take note there is little or no review of previous course work in upgrading classes and learning at an accelerated pace is required. Refer to your assessment results, contact an advising specialist, or contact an Academic Upgrading math or English instructor if you have questions about the appropriate level for you.

2. **Ensure you apply to your goal program early!** Popular programs fill quickly and competitive programs have early deadlines. You can be considered for your future program as long as you are *registered* to complete the admission requirements before the program starts – it is ok if they are still in progress. Your admission would be conditional upon successful completion. To change your program for an upcoming term:

Click on Online Services in the top banner

- Click on Student Services
- Click on Applications
- Click New
- Select 3 - Change Program, Current from the Application Type drop down menu, then Continue, then you can select the term.
- Continue with Fill Out Application.

## CONTACT INFORMATION AND HELPFUL RESOURCES

<b>Red Deer Polytechnic Student Connect Centre</b>	<ul style="list-style-type: none"><li>• <a href="mailto:studentconnect@rdpolytech.ca">studentconnect@rdpolytech.ca</a></li><li>• <a href="http://www.rdpolytech.ca/advising">www.rdpolytech.ca/advising</a></li><li>• 403.342.3254</li></ul>
<b>Red Deer Polytechnic website</b>	<a href="http://rdpolytech.ca">rdpolytech.ca</a>
<b>Transfer Alberta Guide</b>	<a href="http://transferalberta.alberta.ca">transferalberta.alberta.ca</a>