

### Arts/Science/Physical Education Students

Because second degree programs are personalized based on your individual academic history, you must obtain a Second Degree Planner prior to registering for courses.

If you have been admitted to Brandon University as a second degree student but are taking courses for admittance to another program or institution, for interest sake, or for a purpose other than completing a second degree, please contact the [Admissions Office](#) to revisit your admission status.

#### Steps for Obtaining a Second Degree Planner

1. Contact and/or meet with the Department Chair of your chosen major to identify any advanced placement and to determine your specific second degree course requirements. Have a copy of your initial degree transcript available for the Chair to review.

A list of Department Chairs can be found at the link below.

2. The Department Chair will complete the Second Degree Planner document and forward it to the Faculty Dean for final approval.
3. The Dean will send the approved Second Degree Planner to the Registrar's Office.
4. Once the approved planner has been received, the Registrar's Office will lift the registration hold on your student account, at which point you can register for courses. The Registrar's Office will send a copy of the approved Second Degree Planner to your Brandon University email.

Additional information is available on the Brandon University website:

[Claiming your BU ID](#)

[Registration Guides](#)

[Online Registration](#)

[Department Chair Listing](#)

Should any questions or concerns arise, please feel free to contact the [Registrar's Office](#).



## Second Degree Planner

Contact the appropriate Department Chair of your chosen Major for advising.

**Student Number:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Major:** \_\_\_\_\_

Students must apply to the Admissions Office for admission to a second degree program. The department chair/program coordinator will then assist you in planning your second degree and will determine if any advanced placement may be granted. Registration may not occur until the approved second degree planner is received in the Registrar's Office.

**B.A. & B.Sc. (3-Year Degrees)**

- required to complete a minimum of 30 credit hours of university-level work at Brandon University
- required to complete the requirements of a Major
- 18 credit hours above the 100-level within the major area must be completed as part of the second degree

**B.A. & B.Sc. (4-Year and 4-Year Honours Degrees)**

- required to complete a minimum of 60 credit hours of university-level work of which at least 42 credit hours must be completed at Brandon University.
- required to meet the requirements of a Major (48 or more credit hours)
- 24 credit hours above the 100 level within the major area must be completed as part of the second degree

**B.B.A. (4-Year Degree)**

- required to complete a minimum of 60 credit hours of university-level work of which at least 51 credit hours must be completed at Brandon University
- required to meet the requirements of the Business Administration major (57 credit hours) and co-requisite foundation courses
- 30 credit hours above the 100 level must within the Business Administration major be completed as part of the second degree.

**Notes:**

1. The Liberal Education Requirement is waived for second degrees.
2. All second degrees must include the Indigenous Course Content Requirement as found in the Undergraduate Calendar. (This requirement may be satisfied through Advanced Placement where the student has completed an equivalent course from the Indigenous Course Content Requirement list in their first degree.)

Required Courses (may include electives)				Calendar used (year):	
Course #	Title	Cr Hrs	Course #	Title	Cr Hrs
<b>Total Credit Hours:</b>					
<b>Advanced Placement:</b>					
<b>Comments:</b>					

\_\_\_\_\_  
Signature (Chair)

\_\_\_\_\_  
Signature (Dean)

\_\_\_\_\_  
Date

**Please return to the Registrar's Office for processing.**