

From: **Capilano University (CAPU)**

To: **University of Northern BC (UNBC) Bachelor of Arts,
Nature-Based Tourism Management (Diploma Completion)**

The following is a summary of transfer information for students who have successfully completed the listed diplomas from Capilano University and are successfully admitted to the **Bachelor of Arts, Nature-Based Tourism Management (Diploma Completion) at UNBC for the 2024-2025 Academic Calendar**.

Information in this handout is unofficial and should be used as a guide only. For questions regarding admission to UNBC or course selection please contact Student Recruitment & Advising at 250-960-6306 or advising@unbc.ca.

NOTE: As per UNBC Undergraduate Calendar Regulation number 14, "Students must complete a minimum of 30 credit hours of upper-division UNBC coursework to receive a UNBC degree."

Students transferring from Capilano University can enter directly into a final 60 credits for the B.A. Major in Nature-Based Tourism Management following the Diploma Completion program of study if they have completed one of the following diplomas:

- **Outdoor Recreation Management Diploma**
- **Tourism Management Diploma**

This means that transfer students with one of these Capilano University diplomas only need to complete the 60 credit hours (equivalent of four full-time semesters) as described in the UNBC calendar to obtain a B.A. in Nature-Based Tourism Management at UNBC.

Please refer to the UNBC calendar entry for the Major in Nature-Based Tourism Management for details including, specifically, the curriculum to be followed for this program of study.

The official statement pertaining to this entry pathway in the 2024-2025 Calendar is:

"(t)wo-year Diploma in Environmental Studies, Natural Resources, Tourism, Sport or Recreation Studies, Commerce, Geography, or equivalent, with a minimum Cumulative GPA of 2.00, plus (a) 42 credit hours of required courses; (b) 18 credit hours in an Area of Specialization; and (c) elective credit hours in any subject as necessary to ensure completion of a minimum of 60 credit hours (minimum 30 upper-division credit hours) at UNBC."

Where this transfer agreement differs from the calendar, the calendar will be considered correct.

If a potential transfer student has completed a different diploma that they feel may be eligible for consideration for diploma completion entry, they should contact the Department of Ecosystem Science Management (esm@unbc.ca) to arrange for their diploma to be reviewed.

Note: Above based on the sending institution's 2025 website and course reviews. Subsequent change in the content and course load of a listed diploma may necessitate further review and/or render the diploma inconsistent with the criteria in the UNBC calendar.

Recommended UNBC Course Equivalencies to take:**

While not required, students will find their transition to the NBTM BA Diploma Completion easier if they have taken the following UNBC equivalents:

BIOL 110-3,

COMM 100-3 and/or ECON 100-3,

Lower division classes (100- or 200-level) required in their desired Area of Specialization

**For ease of progression, we highly encourage you to complete these UNBC Equivalent courses prior to starting your first semester. Course equivalencies are listed on the BC Transfer Guide, www.bctransferguide.ca; please send your official transcript to UNBC for credit.

Top 10 things you should know and do for a successful, smooth transfer to UNBC:

1. Haven't applied to UNBC and have questions?

Contact futurestudents@unbc.ca or visit <https://unbc4u.unbc.ca>. Our UNBC Recruitment team is happy to answer questions and help you apply to your desired program.

2. Once you have been admitted and have received your Transfer Credit Summary, touch base with your Student Advisor.

Your Student Advisor can help discuss how your transfer credits will be applied towards your UNBC program, any and all resources available to you and ultimately guide you through things you might not know about transferring to UNBC! Don't know who your student Advisor is? Find out here:

<https://www2.unbc.ca/advising/contact>

3. Read carefully through all the details of your Pathway (this document).

We have included many details in this document about multiple aspects of the transfer process. Have a question?

Email transfercredit@unbc.ca.

4. Use the BC Transfer Guide!

The BC Transfer Guide (www.bctransferguide.ca) allows you to search how your post-secondary coursework might transfer to UNBC. In conjunction with your pathway document, we highly recommend using the BC Transfer Guide to explore how your previous post-secondary courses might transfer to UNBC!

5. Know what 'Academic Calendar' means.

When admitted to UNBC, you are following the program requirements of the Academic Calendar of your admit year. For example, if you are admitted for September 2025, you will be following the 2025-2026 Academic Calendar throughout the entirety of your undergraduate degree. Please ensure you are not simply "Googling" your program requirements but using the appropriate Academic Calendar by visiting www.unbc.ca/calendar. **To learn more about your academic calendar, touch base with your Student Advisor.**

6. Hold onto your previous institution's course outlines!

It's very possible that you have taken a course that needs to be reviewed. If this is the case, we may ask for course outlines in order to give you the most accurate and up-to-date information. Additionally, if you receive 'UNSP' credit as the course has never been reviewed, you can submit your course outlines to transfercredit@unbc.ca.

7. Understand the terminology!

Not sure what 'UNSP' means? Confused by the course numbering assigned to your transfer credit (ie. 2XX)?

Be sure to visit our Transfer Credit Definitions page to learn more about your transfer credit:

<https://www2.unbc.ca/registrar/transfer-credit-definitions>

8. Be Patient!

Great things take time. Similarly, it can take up to 6 weeks for courses to be articulated once you have submitted course outlines.

9. Understand your Degree Evaluation!

Your Degree Evaluation is available once course registration opens/is open for your first semester at UNBC. Your degree evaluation organizes your course work for you, showing you how your transfer credit is being used and can help you track your progress to graduation.

<https://www2.unbc.ca/advising/understanding-your-degree-evaluation>

10. Want to find out how many courses you have remaining to complete a Bachelor degree?

Completing a two-year program does not automatically mean that you will only have 2 years remaining of a Bachelor's degree. The remaining coursework is very subjective as each transfer student might have taken different courses. This means that it is very possible that you may have to take first year courses at UNBC. For a smooth transfer into the program, we highly recommend completing any courses listed under the 'Recommended Courses to take' section of the pathway if applicable. Contact your Student Advisor for more information!

Additional Questions? Here's who to contact:

Admissions – admissions@unbc.ca

Transfer Credit – transfercredit@unbc.ca

Degree Evaluation and Advising Questions:

- Find out who your Advisor is: <https://www2.unbc.ca/advising/contact>
- Then reach out and send them an email!

We are looking forward to seeing you at UNBC!