

June 2012

We're pleased to inform you of the revised status of the small business certificate programs toward Athabasca University's Bachelor of Management and Bachelor of Commerce degree programs.

The certificate programs include the Small Business Management Certificate (SBMC), the revised Small Business Health and Safety Certificate (SBHS) (launched in May 2011), the Small Business Human Resources Certificate and the Small Business Marketing and Sales Certificate (SBMS).

Learners who have completed **any two** of the above mentioned programs before or after the specified date may receive the same credit.

In 2006, Athabasca University became the first Canadian public university to receive accreditation in the United States, through the Middle States Commission on Higher Education (MSCHE), one of six regional organizations in the U.S. that accredits universities. No other public Canadian university holds this level of foreign accreditation. For more information, please visit their website at <http://www.athabascau.ca/>

Learners who have completed any two of the above mentioned programs before or after the specified date may apply for credit toward specified Athabasca University degrees, as stipulated in the table below:

Course, Program, or Designation completed	Program Year	Transfer Credit awarded toward	Credits
Small Business Management Certificate	2006	Bachelor of Management or Bachelor of Commerce	ADMN 1XX (3)*
Small Business Human Resources Certificate	2010	Bachelor of Management or Bachelor of Commerce	ADMN 1XX (3)*
Small Business Health and Safety Certificate	2011	Bachelor of Management or Bachelor of Commerce	ADMN 1XX (3)*
Small Business Marketing and Sales Certificate	2011	Bachelor of Management or Bachelor of Commerce	ADMN 1XX (3)*

* Conditional Approval: For students who have successfully completed **any two** of the above certificates.

Instructions to Prospective Students of Athabasca University

Each Student's transfer credit award is based on an Athabasca University assessment of the individual's post-secondary transcripts to ensure the maximum amount of allowable transfer credit is awarded. Using the Articulation above as a framework, qualified and experienced assessors review each individual's transcript(s) to determine the number of transfer credits to be awarded, how those transfer credits fit into the Student's Athabasca University Program, and what, if any, Athabasca University courses the Student is allowed (or not allowed) to take to satisfy the remaining degree requirements.

To qualify for a transfer credit award based on the Articulation above, a Student will:

1. Apply for admission to Athabasca University;
2. Pay to Athabasca University the General Admission Fee and Evaluation Fee as provided in the Calendar; and
3. Arrange for relevant educational providers to send official transcripts directly to the Athabasca University Office of the Registrar.

Athabasca University will notify the Student in writing of the official transfer credit award. Students are encouraged to discuss program planning and course selection with an Athabasca University advisor, at <http://vital.athabascau.ca/advise/contact.nsf>

How Do I Contact Vubiz To Arrange For My Transcript to Be Sent to Athabasca?

If you've already taken and received a certificate of completion for two qualifying certificate programs and wish to apply for credit with Athabasca, please email heggleston@vubiz.com in order to arrange for your transcript to be sent to Athabasca University Office of the Registrar.

Best regards,
Helen Eggleston
Vubiz Ltd.
www.vubiz.com