

# Welcome to Arts & Humanities at Western

*You've accepted your offer – now what?*

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Western  
Arts & Humanities



# Things to Know Now That You're a Western Student!

- **OWL** is an online tool where you can find course information from instructors and view your course outlines. This is also where you will receive information from the Academic Counselling office related to transferring to Western\*.

[owl.uwo.ca/portal](http://owl.uwo.ca/portal)

- Review your course outlines on OWL. Make sure you know what you need to do if you are going to be absent!

- **Student Center** is an online portal where you can enroll in courses, view your tuition fees, change your personal information, and view your grades.

[student.uwo.ca/](http://student.uwo.ca/)

- **Student Central** is located in the Western Student Services Building (main floor). This is where you can get in-person help from the Registrar's Office.

**WSSB, Main Floor**

- If you need help **enrolling in courses**, connect using the Registrar's Live Chat, or Virtual Helpline services.

**Live chat:** <https://westernchat.uwo.ca/>  
**V.Helpline:** [studentservices.uwo.ca/callBack](http://studentservices.uwo.ca/callBack)

- **Draft My Schedule** is an online tool you can use to plan your conflict-free timetable.

[draftmyschedule.uwo.ca/login.cfm](http://draftmyschedule.uwo.ca/login.cfm)

- **Arts & Humanities Academic Counselling** is located in University College, Room 2230

Connect with us: [uwo.ca/arts/counselling](http://uwo.ca/arts/counselling)  
Location: **UC 2230**

- Review the **Academic Calendar**

[westerncalendar.uwo.ca](http://westerncalendar.uwo.ca)

- Available information includes graduation requirements, module information, important dates, and university policies

- Make sure you use your **UWO email** address when emailing your professors and departments on campus — always include your student number too!

Log into your email at:  
[myoffice.uwo.ca](http://myoffice.uwo.ca)

# Course Information

## Course Codes:

1000 - 1999 Year 1 courses

2000 - 4999 Senior-level undergraduate courses

## Suffixes:

In addition to the course number, there may be a suffix. A list of commonly-used Science suffixes include:

No suffix	1.0 course not designated as an essay course
A	0.5 course offered in the first term
B	0.5 course offered in the second term
A/B	0.5 course offered in the first and/or second term
E	1.0 essay course
F	0.5 essay course offered in the first term
G	0.5 essay course offered in the second term
F/G	0.5 essay course offered in the first and/or second term
Y	0.5 course offered in other than a regular session
Z	0.5 essay course offered in other than a regular session

## Some definitions to know:

**Prerequisite** – a course that must be taken prior to registration in the desired course

**Co-requisite** – a course that must be taken at the same time (or prior to) registration in the desired course

**Anti-requisite** – both courses cannot be taken for credit (there is too much overlapping content)

# Degree Structure

## Modules

Western degrees are made up of one or more modules. Modules are collections of courses in one area of study. There are four possible modules of study:

- Honours Specialization (9.0 or more specified courses)
- Specialization (9.0 or more specified courses)
- Major (6.0 – 7.0 specified courses)
- Minor (4.0 – 5.0 specified courses)

**Modules can be combined in 3 different types of degrees:**

Degree Type	Module Combinations
<b>Honours Bachelor Degree</b> (4 Years/20.0 Courses)	<ul style="list-style-type: none"><li>• Honours Specialization</li><li>• Honours Specialization–Major</li><li>• Honours Specialization–Minor</li><li>• Major–Major</li></ul>
<b>Bachelor Degree</b> (4 Years/20.0 Courses)	<ul style="list-style-type: none"><li>• Specialization</li><li>• Specialization–Major</li><li>• Specialization–Minor</li><li>• Major–Major</li><li>• Major</li><li>• Major–Minor</li><li>• Major–Minor–Minor</li></ul>
<b>Bachelor Degree</b> (3 years/15.0 Courses)	<ul style="list-style-type: none"><li>• Major</li><li>• Major–Minor</li><li>• Minor–Minor</li></ul>

## How do I get into/declare my module(s)?

Most students will have to complete one year at Western prior to entering their modules. Once you have completed the admission requirements, you can request to enter your module(s).

### When can you request your module(s)? That depends...

- If you have already completed the admission requirements at your previous institution, you can submit a Change of Status Request by email: [arts@uwo.ca](mailto:arts@uwo.ca)
  - This request must be received by **mid-July**. If not received by then, you will have to wait to change your program (see next point).
- If you have not completed the admission requirements, you can work on completing them and then request your module(s) during Intent to Register (ITR) which happens every year in March.
  - Once final grades are posted at the end of April/beginning of May, we start reviewing students' requests during a process called "adjudication." Results are usually available on your Student Center sometime in June

## What kind of grades do I need to maintain?

### Honours Bachelor Degree:

- Must meet the first-year admission requirements for the module
- To progress in an Honours degree or to register in an Honours degree after first year, you need a minimum 70% modular average, no modular course less than 60%, and a 65% cumulative average (all courses taken at Western)

**NOTE:** *Transfer students must complete one full year at Western before registering in an Honours degree. If you register in an Honours degree but do not meet the progression requirements, you will automatically be put into a non-Honours degree – in which case, you would have to meet the progression requirements below.*

### Bachelor Degree (3 or 4 year):

- Must meet the first-year admission requirements for the module
- To remain “In Good Standing”,
  - If fewer than 8.0 course attempts (including transfer credits) – 55% cumulative average\*
  - If 8.0 or more course attempts – 60% cumulative average

**NOTE:** - *Since Special Students have a degree already, a 60% cumulative average is required to remain In Good Standing.*  
- *Also, check your admission conditions on your student center as you may have different average requirements required by the first adjudication by which 3.0 credits have been attempted.*

## What are the full degree requirements?

Search “[\*graduation requirements\*](#)” in the Academic Calendar and review the next section on how you can use your transfer credits. If you are a Special Student wanting to complete a second degree, see the Special Student section.



# Transfer Credits

You can use your transfer credits toward any degree requirement with one exception: essay courses must be completed at Western. What are the degree requirements? That depends on which degree you plan to complete. Please be sure to review the graduation requirements in the Academic Calendar.

## Important things to note as a transfer student:

- You must complete a minimum of 10.0 courses (5.0 senior level courses) at Western to satisfy degree requirements
- You must complete the majority of the courses in your module(s) at Western to satisfy degree residency requirements
- If you are admitted with 10.0 transfer credits (the maximum you are permitted to receive), you only need to complete 1.0 senior essay course instead of the 2.0 courses normally required

Your transfer credits can count toward the first year requirements, modular admission and course requirements, breadth requirements, or electives. Even courses that have the TRN designation beside them can count toward your degree. However, if you require a *specific* course (in the module for instance), a TRN course cannot count.

## Transfer Credit Evaluations

When you received your offer of admission, the admissions office may have granted you transfer credits. However, you may need/want to have these credits evaluated.

### How do I know if I should have my transfer credits evaluated?

- If you received any TRN credits (xxxxTRN) credits that may be relevant to your module/program.
- If you did not receive credit for something you think you should have
- If you think you received the wrong transfer credits

### How do I have my credits evaluated?

1. Obtain full electronic course syllabi for the courses you want/need evaluated
2. Save each outline as its own PDF file—name it with the course code from your transcript
3. Email the course syllabi to: [arts@uwo.ca](mailto:arts@uwo.ca)
4. Monitor your Student Center ([student.uwo.ca/](http://student.uwo.ca/)) for updates to your credits (check “view transfer credit report”)

### What is TRN?

TRN is a notation indicating the course is transferrable but has not been evaluated by Western for specific course equivalency or it has been evaluated and was determined to be transferrable as a general credit; there is no direct equivalent course at Western.

**NOTE:** *It can take from 6-8 weeks for courses to be evaluated and updated on your Student Center. Make sure you send them to the departments as soon as possible to avoid course enrolment delays!*



# Special Students

If you have a degree already, you are called a Special Student. You may have chosen to come to Western to take a few courses, or you may be interested in completing a second undergraduate degree. Either way, there are some important things to note below.

## Second Degrees

If you wish to complete a second undergraduate degree at Western, you must receive a second degree outline from an Academic Advisor. Some important things to note about second degrees:

- Your second degree must be at the same level or higher than your first degree (e.g., If you have an Honours degree, your second degree must be Honours)
- You must complete at least 10.0 senior-level courses (2000-4999) at Western (including at least 1.0 senior essay)
- Breadth requirements may be completed in the first degree
- Modular admission requirements and courses may also be completed in your first degree
  - The majority of your module must be completed at Western (for example: as the Honours Specialization in Philosophy requires 9.0 modular courses, a second degree student must complete at least 5.0 modular courses in Philosophy at Western. If there is too much overlap between your first degree and your proposed second degree, your request may be denied.

## Prerequisite Standing

You need to satisfy the course prerequisite for course enrolment. Our enrolment system does not recognize prerequisites completed at your previous university. Therefore, you will need to follow these steps:

1. Obtain full electronic course syllabi for the courses you want/need evaluated
2. You do not need to send all courses from your previous degree – just the ones that are relevant for prerequisite purposes or that you will want to use toward this degree
3. Save each outline as its own PDF file—name it with the course code from your transcript
4. Email each course outline to: [arts@uwo.ca](mailto:arts@uwo.ca)
5. Once your courses have been evaluated, a special permission will be added to your record to outline the courses you have already completed



# Course Enrollment

## Adding and Dropping Courses

ADDING can be done through Student Center:  
[student.uwo.ca/](http://student.uwo.ca/)

- Check deadlines in the Academic Calendar: [westerncalendar.uwo.ca](http://westerncalendar.uwo.ca) (usually the middle of September for the first term and full year courses and the middle of January for the second term courses)

DROPPING can be done through your Student Center depending on the time of year.

- If the add deadline has not passed, you can drop courses on your Student Center and they will be deleted from your record
- If the add deadline has passed, and it is before the drop deadline (check the Academic Calendar for dates), the course will show up as WDN (withdrawn) on your record.
- Once the drop deadline passes, the course will show up with a grade of "F" on your record. To drop past the deadline, you will need to contact Arts & Humanities Academic Advising at [arts@uwo.ca](mailto:arts@uwo.ca)

## Draft My Schedule

You can use this tool to help you schedule your courses. However, you need to make sure you actually enroll in your courses on your Student Center: just adding them to your draft schedule does not enroll you in them. [draftmyschedule.uwo.ca/](http://draftmyschedule.uwo.ca/)

## Class Numbers

At Western, there are course codes, course components (for lectures, labs, and tutorials), and class numbers. Every lecture, lab, and tutorial has a unique class number. Make note of the class numbers once you have drafted your schedule using the Draft My Schedule tool. Here is an example of the draft schedule:

Component	Section	Class Nbr	Instructor	Requisites and Constraints	Days/Times/Location	Credit Units	Status	Waitlist	Campus	Delivery Type	Save to Draft	Remove
LEC	001	1293	J. Devereux	REQUISITES: Prerequisite(s): Grade 12U English or permission of the Department. For part time students who have been admitted without the OSSD, this permission will be granted as a matter of course.	M W 1:30 PM - 2:30 PM UCC-37	1.00	Full	0	Main	In Person		
TUT	040	1294			W 10:30 AM - 11:30 AM TC-309		Full	0	Main	In Person		
TUT	042	1475			Th 3:30 PM - 4:30 PM UC-2105		Full	0	Main	In Person		
TUT	043	1550			Th 1:30 PM - 2:30 PM UC-2105		Full	0	Main	In Person		
TUT	045	1641			Th 9:30 AM - 10:30 AM PAB-36		Full	0	Main	In Person		
LEC	002	2842	M. Rowlinson	REQUISITES: Prerequisite(s): Grade 12U English or permission of the Department. For part time students who have been admitted without the OSSD, this permission will be granted as a matter of course.	Tu Th 10:30 AM - 11:30 AM SSC-2028	1.00	Not Full	0	Main	In Person		
TUT	024	1476			Th 12:30 PM - 1:30 PM UCC-54A		Full	0	Main	In Person		

Notice that ENGLISH 1020E is the course code. There are two lecture sections circled in blue: 001 and 002. There are multiple tutorial sections listed below each lecture section circled in red: TUT 040, 042, 043, 045. Each listing has a unique class number that you can use to enroll in that specific lecture or tutorial.

## When can I enroll in courses?

Enrolment opens at different times and dates for each student. You will be emailed when your enrolment appointment is available; this can be viewed on your Student Center. First year students enroll first beginning in June, then fourth year students, then third year, then second year in July.

## How can I enroll in courses?

You enroll on your Student Center once you have received your enrolment appointment. Refer to the step-by-step registration guide: [registrar.uwo.ca/resources/registration\\_guide.html](https://registrar.uwo.ca/resources/registration_guide.html). The system should recognize your transfer credits as

prerequisites when you go to enroll in courses. Exception, if your credit ends in TRN, the system cannot recognize this, and you will need assistance with registration.

Newly admitted Special Students do not receive transfer credits, therefore the registration system cannot recognize prerequisites completed in your first degree. You will need assistance and special permission for enrolling in courses for your desired module. Please contact the department directly, or academic counselling for this permission, then once permission is recorded, contact the Registrar's live chat: <https://westernchat.uwo.ca>.

# Arts & Humanities Internship Programs



- Students are encouraged to undertake an internship related to their desired career or to try out roles in different fields
- Internships can be paid or unpaid
- Students can complete their internship in locations across Canada and abroad
- Internships can take place in fall, winter, or summer terms
- Students receive a 3000-level academic credit toward their degree
- Joining the portal is easy to do and all enrolment steps can be completed virtually
- Staff are dedicated to helping students move through the enrolment and job search process; please encourage students to be in touch via the contact details noted below

## Previous internship roles include:

- Marketing
- Communications
- Video Production
- Research
- Editing
- Curation
- Content Writing

## Enrollment Steps

1. Attend an Information Session learn more about the program (optional)
2. Submit an application of interest through Western Connect - [connect.uwo.ca](http://connect.uwo.ca) (mandatory)
3. Complete a Resume, Cover Letter, and Interview Skills workshop (mandatory)
4. Resume review – visit <http://werc.uwo.ca> for e-advising (mandatory)

Questions? Email [ahintern@uwo.ca](mailto:ahintern@uwo.ca)

# Other Services available at Western

## Writing Support Centre

<http://writing.uwo.ca/>

Resource to assist writers regardless of their skill level or facility in English, at any stage of the writing process, in any genre, across the disciplines. Able to help enhance writing and communication skills, while building confidence with writing and communication skills. Able to provide one on one advising sessions to help students understand writing expectations at the university level, and provide the tools and skills needed to navigate academic transitions.

## Learning, Development & Success

<https://learning.uwo.ca>

Offers resources and supports to all students at Western. Counsellors and staff members help students cope with the demands of post-secondary learning, helping to identify strengths and develop new skills and strategies for success. Counsellors also work with students to alleviate academic stress and anxiety, and to develop positive motivation and confidence toward learning. This service is available for successful students wanting to maintain their already strong skills and those having academic difficulties.

## Accessible Education

[http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)

Academic accommodation consists of arrangements that allow a student with a disability a fair opportunity to engage in academic activities and fulfill essential course and program requirements. Accommodation does not remove essential requirements of a course or program. It does not fundamentally alter content of exams, standards for assigning grades, or requirements that students independently demonstrate their knowledge of course material.

## Mental Health/Wellness Resources

<https://www.uwo.ca/health/>

and

<https://iwellness.uwo.ca/>

Western has great resources to assist both physically and mentally during your studies. Psychological Counselling & Psychiatric Care, Medical Appointments, Nutrition, Peer to Peer Support, and Wellness appointments and information are available to you.

## Western International

<https://international.uwo.ca/students/index.html>

and

<https://www.iesc.uwo.ca/>

Go on exchange, or study abroad for a summer. Also a great resource for questions relating to study visa/permits and work permits for International students.



# Western