# Welcome to Social Science at Western

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

Western SocialScience

# 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*.

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

owl.uwo.ca/portal

*Also, don't forget to add: **The Social Science Sphere** to your OWL sites too, to receive important information from Social Science Academic Counselling.

▶ **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/psp/heprdweb/? cmd=login& languageCd=ENG&**

▶ **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, 1120 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:** https://registrar.uwo.ca/virtualhelp

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

**draftmyschedule.uwo.ca/login.cfm**

▶ **Social Science Academic Counselling** is located in the Social Science Centre Building, SSC 2105.

Connect with us:
https://counselling.ssc.uwo.ca/connect/index.html
Location: **SSC 2105**

▶ Review the **Academic Calendar**

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

**westerncalendar.uwo.ca**

▶ 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**

# 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)

**NOTE:** *Watch out for one-way anti-requisites (courses that can be taken in one order but not the opposite order)!  For an example, look at Calculus 1000 A/B and Math 1225 A/B in the Academic Calendar.*

# 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:

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

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

| Degree Type | Module Combinations | |
|---|---|---|
| **Honors Bachelor Degree** (4 Years/20 Courses) | • Honors Specialization<br>• Honors Specialization–Major<br>• Honors Specialization-Minor<br>• Major-Major | |
| **Bachelor Degree** (4 Years/20 Courses) | • Specialization<br>• Specialization–Major<br>• Specialization–Minor<br>• Major–Major | • Major<br>• Major–Minor<br>• Major–Minor–Minor |
| **Bachelor Degree** (3 years/15 Courses) | • Major<br>• Major–Minor<br>• Minor–Minor | |

## 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 online or by email.
   **https://www.counselling.ssc.uwo.ca/procedures/changes.html**

- This request must be received by the beginning of 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 February/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?

**Honors Bachelor Degree:**

▶ Must meet the first-year admission requirements for the module

▶ To progress in an Honors degree or to register in an Honors 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 Honors degree.*
If you register in an Honors degree but do not meet the progression requirements, you will automatically be put into a non-Honors 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 less 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, you may have different average requirements required by the first adjudication in 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

▶ You must complete the majority of the courses in your module(s) at Western.

▶ 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, admission requirements for the module(s) you want, the module itself, Science 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 (Math credit)

▶ If you think you received the wrong transfer credits

### How do I have my credits evaluated?

1. Obtain full electronic course outlines 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. Submit the course to the specific department as noted on the OWL site. (See the site for details on this process.)

4. Monitor your Student Center (**Academics tile > Permissions & Transfer Credit**) for updates to your credits (check "Transfer Credit"s")

### 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 Honors degree, your second degree must be Honors)

► You must complete at least 10.0 senior-level courses at Western (including at least 1.0 senior essay)

► Breadth requirements may be completed in the first degree

► Modular and modular admission requirements may also be completed in your first degree

   • The majority of your module must be completed 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 meet the prerequisites in order to enroll in courses. 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 outlines 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. Submit each course outline to the Department for review as outlined on the OWL site (see 2nd degree)

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 Enrolment

## Adding and Dropping Courses

**ADDING** can be done through Student Center:

 **student.uwo.ca/psp/heprdweb/?cmd=login&languageCd=ENG&**

▶ Check deadlines in the Academic Calendar: **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, if you still wish to drop, the course will show up with a grade of "F" on your record. To drop past the deadline, you will need to submit a 'Course Change Form' **https://www.counselling.ssc.uwo.ca/procedures/adddrop/index.html**

## 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/login.cfm**

# Class Numbers

At Western, there are course codes, sections of courses (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:





Notice that Biology 1001A is the course code. There are two lecture sections: 200 and 201. There are four lab sections: 004, 005, 006, and 007. Each one has a unique class number that you can use to enroll in that specific lecture or lab.

## 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 (usually around mid- 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: **https://www.registrar.uwo.ca/resources/how_do_i.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 counselling for this permission, then once permission is recorded, contact the Registrar's live chat: **https://westernchat.uwo.ca.**

# Social Science Co-Op (Internship Programs)

- All internships are paid and career-related
- Over 600 paid internships were posted to Social Science students in 2019-2020
- Students can complete their internship in locations across Canada
- Employers are hiring now for summer 2021 internships; despite COVID, employers are actively hiring
- Students receive a 3000-level academic credit toward their degree
- Joining the portal is easy to do and all enrollment steps can be completed virtually
- Staff are dedicated to helping students move through the enrollment and job search process; please encourage students to be in touch via the contact details noted below

**Previous internship roles include:**

- Brand Management Intern with Proctor & Gamble
- Policy, Research, Information Management and Analysis roles with Government of Canada
- Product Launch Management with MLD Solutions
- Finance Intern with Kijiji Canada
- Recruitment Coordinator with FreshBooks
- Various roles with Manulife Financial in Waterloo and Toronto – Human Centered Design, Communications Intern, Strategic Initiatives

**For more information about the programs, see:**
https://www.ssc.uwo.ca/undergraduate/ InternshipsSocialScience/index.html

| **Social Science Internship** | **DAN Management Internship** (being discontinued) |
|---|---|
| - 4, **8 or 16** month work term | - 8, 12 or 16 month work term |
| - **0.5 or 1.0** credit (elective) | - 1.0 credit (elective) |
| - Must be paid | - Must be paid |
| - Variable | - Deadline for students to apply is Nov 22. |

**Eligibility Requirements**

| | |
|---|---|
| - Apply in Year 2, 3, or 4 | - Apply in Year 3 |
| - Enrolled at main campus in a Social Science Honors Specialization, Specialization, or Major | - Enrolled in a BMOS Honors Specialization, Specialization, or Major |
| - Min. average of 70% in previous academic year | - Min. average of 70% in Year 2 |
| - International students eligible for summer only | - Completion of MOS 2257 |
| | - Must return to FT studies post-internship |
| | - International students require a co-op work permit |

**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** (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 socscintern@uwo.ca or mosintern@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://www.uwo.ca/sdc/learning/
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
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.