

Greetings Arts & Humanities students,

This is the final newsletter of the 2014-15 academic year and my last as Associate Dean. I'll be stepping down at the end of June and returning to my day job in the Dept. of Visual Arts. It has been a fascinating 6 years that provided me the opportunity to meet and work with some wonderful people (there are far too many to single out). Dr. Tracy Isaacs will be taking over the post and you can expect the same level of commitment, if not greater, from her.

I'll be addressing the following in this issue of the April newsletter:

- final exams
- incompletes
- graduation
- summer courses
- volunteer for a grade 11 recruitment event
- AHB library re-opens

Final exams:

As final exams are just around the corner, please be mindful that accommodations for missed exams are not granted for sleeping in, misreading the exam timetable, or not being able to find your exam room, so make sure you have a back-up alarm, that you've double checked the time of your exam, and if you are not familiar with the room for your exam, go check it out ahead of time. There is, by the way, an excellent website to help find rooms, go to westernclassfind.com, which provides a step by step visual guide to make your way to your exam room. (the AHSC graciously provided that info to me last year).

If you are genuinely sick the day of an exam, do not write the exam and please go see a doctor as soon as you can (and while you're still sick), and make sure to download the Student Medical Certificate (http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) and have your doctor fill it out. Once that is done, go see your academic counsellor to arrange for the accommodation.

Lastly, if you have two exams at the same time, or three exams scheduled within a 23-hour time period, four in 47 hours, or five in 71 hours, you need to request alternative arrangements from your academic counsellor NOW.

Grade submissions and incompletes:

Course instructors must submit grades for their course a week after the final exam or, in the case of a course that doesn't have a final exam, a week after the end of classes. If you are unable to complete your course requirements because of documented reasons (usually medical) then you can apply for an extension by filing for an incomplete through the academic counselling office (IGAB-1N20).

Graduation:

If you forgot to apply to graduate and are eligible, there's still time; please visit the Convocation information page (<http://www.convocation.uwo.ca/>), which outlines what you need to do to ensure

that you receive your diploma and are eligible to walk across the Convocation stage. Most importantly, if you are unsure about the programs you think you are graduating with, please consult your academic counsellor sooner than later. The deadline to apply is April 30, 2015.

Summer courses:

You can now register for Summer courses. The Academic Counselling Office (IGAB-1N20) has plenty of Summer calendars, so please don't hesitate to stop by and pick one up if you are planning to take summer courses. For more information, please visit: http://www.registrar.uwo.ca/general-information/features/summer_course_registration/index.html

Arts Event:

On April 9 and 10 the Faculty is hosting 950 grade 11 students from the London District Catholic School Board. The students (475 per day) will be joining us between 10:00am and 2:00pm for a series of mini lectures by our faculty, as well as a presentation by the Students' Council. I am looking for volunteers to act as classroom MCs, who will also work with the Catholic School staff, to ensure that all runs smoothly. You'll be responsible for a cohort of 45-50 students. If you are a graduate of a London Catholic high school, I will make every effort to assign you to your alma mater. This is a unique opportunity to promote the Faculty, which was made possible by the Dept. of English and Writing Studies, and a worthy addition to one's CV. If you are interested, just respond to this e-mail. I hope to hear from you.

AHB Library Re-opens

I'm happy to announce that AHB 2G30 is open again for business. It is a wonderful study space that may be closed from time to time to host events, but otherwise will remain open for undergraduate student use.

Well, that's it for me. Best of luck with your final exams. Hope you all have a wonderful summer. If you are graduating, then congratulations, you'll be missed, and all the best for the future. If you're coming back in September, we look forward to seeing you in the Fall.

Yours truly,

Dr. John Hatch
Associate Dean (Academic)