



Welcome to Western Science

You've accepted your offer – now what?



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Western  Science



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 communications and information from the Academic Counselling office related to transferring to Western.

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/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, Main Floor

▶ If you need help enrolling in courses, call the **Registrar's Office Helpline** at 519-661-2100

519-661-2100

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

draftmyschedule.uwo.ca/login.cfm

▶ **Science and Basic Medical Sciences Academic Counselling** is located in the North Campus Building, Room 280

Web: uwo.ca/sci/counselling
Location: **NCB 280**

▶ Review the **Academic Calendar**

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

▶ There are a number of other resources available on campus — review the **Student Guide** for more information!

registrar.uwo.ca/resources/pdfs/studentguide.pdf

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 concurrently with (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)
- 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
Honors Bachelor Degree (4 Years/20 Courses)	<ul style="list-style-type: none">• Honors Specialization• Honors Specialization–Major• Honors Specialization–Minor• Major–Major
Bachelor Degree (4 Years/20 Courses)	<ul style="list-style-type: none">• Specialization• Specialization–Major• Specialization–Minor• Major–Major• Major• Major–Minor• Major–Minor–Minor
Bachelor Degree (3 years/15 Courses)	<ul style="list-style-type: none">• Major• Major–Minor• 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 over email, through OWL, or in person. uwo.ca/sci/counselling/pdf/Change%20of%20Status.pdf
 - 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.*

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

Otherwise, 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
- ▶ 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 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. Upload each course outline to the Transfer Student site dropbox on OWL (you will be added to the OWL site once you have accepted your offer and no earlier than the end of March)
4. Monitor your Student Center (student.uwo.ca/psp/heprdweb/?cmd=login&languageCd=ENG&) for updates to your credits (check “view transfer credit report”)

NOTE: *It can take from 6-8 weeks for courses to be evaluated and updated on your Student Center. Make sure you upload them 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. Upload each course outline to the Transfer Student site dropbox on OWL (you will be added to the OWL site once you have accepted your offer and no earlier than the end of March)
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 Student Center or on paper, 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, you will need to submit a “Course Change Form”:
uwo.ca/sci/counselling/pdf/addDropForm.pdf
 - If it is before the drop deadline (check the Academic Calendar for dates), the course will show up as WDN on your record. Once the drop deadline passes, the course will show up with a grade of “F” on your record

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:

CHEM 2273A – ORGANIC CHEMISTRY I

Course Description: Introduction to 3D structure, spectroscopy and chemical reactions of alkanes, alkenes, alkynes, benzene, and alkyl halides. Introduction to reaction mechanisms and the interpretation of IR and NMR spectra. Laboratory: techniques of experimental organic chemistry; illustrative preparations of organic compounds. Antirequisite(s): Chemistry 2213A/B. Extra Information: 3 lecture hours, 1.5 laboratory hours/week (3 hours every other week).

Component	Section	Class Nbr	Instructor	Requisites and Constraints	Days/Times/Location	Credit Units	Status	Save to Draft	Remove
LEC	001	1968	 Wisner	REQUISITES: Prerequisite(s): (Chemistry 1301A/B and Chemistry 1302A/B with a minimum mark of 60% in each), or (Chemistry 1301A/B and Integrated Science 1001X with a minimum mark of 60% in each).	M W F 8:30 AM - 9:30 AM NCB-114	0.50	Not Full		
 LAB	033	1969	 Wisner	HELD IN CHB 074.	W 2:30 PM - 5:30 PM		Full 		
 LAB	035	1970	 Wisner	OPEN WHEN ALL OTHER LABS ARE FULL.	W 6:00 PM - 9:00 PM		Not Full		
 LAB	041	1971	 Wisner	HELD IN CHB 074.	Th 9:30 AM - 12:30 PM		Full 		

Notice that Chemistry 2374A is the course code. There is one lecture section: 001. There are three lab sections: 033, 035, 041. 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, which you can view 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: registrar.uwo.ca/resources/registration_guide.html. The system should recognize your transfer credits as prerequisites when you go to enroll in courses.

If you are a Special Student and you wish to enroll in courses that require prerequisites, please be aware that prerequisites completed at another university are not recognized by the system. Once your prerequisites have been evaluated by our departments (see Special Student section), you will need to call the Registration helpline to enroll in courses requiring prerequisites.

If you encounter any difficulties enrolling in courses, call the Registration helpline: **519-661-2100**.

Science Internship Program

Transfer and special students are permitted to register in the Science Internship Program. Students should plan to register in their second last year. If you only plan to be here for two years, be sure to register in your first year here!

For more information about the program, see: www.uwo.ca/sci/undergraduate/careers_and_internships/science_internship_program/index.html

Timeline

Here is a timeline of when you register for the program and when you should expect to start your position:

EVENT	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT
Registration	■	■											
Approval		■											
Preparatory Workshops		■	■	■	■	■	■						
Hiring Process: Job Posting / Applications / Interviews			■	■	■	■	■	■	■	■	■	■	■
Students begin job								■	■	■	■	■	■



Bachelor of Medical Sciences Program

If you are interested in applying for this program, you may be considered for admission through the “competitive pool” once you have completed a minimum of one full year at Western. All transfer and special students wishing to apply to this program should contact an Academic Advisor prior to course selection. Admission requirements can be found in the Academic Calendar (westerncalendar.uwo.ca).

NOTE: Grades achieved at your previous university may affect your eligibility for this program.

