A Guide to Navigating Western University

Created by WebStraw





Preface

Dear Student,

We at WebStraw are delighted to present the Guide to Navigating Western University.

In this resource, our team has compiled links to some of the most regularly used online resources provided by Western University. Our intention is to save incoming first year students some time in their search for Western resources related to class scheduling, academic support, extracurriculars, campus services, and first year and second year housing.

This document is by no means a comprehensive list of every resource Western has to offer, but we hope that it will be useful and perhaps introduce you to one or two amazing resources you didn't even know Western had!

Webstraw is dedicated to creating a variety of other high quality, open access academic resources for students. Please feel free to redirect yourself to WebStraw's <u>website</u> to see more of what we are doing and explore the many projects we are working on.

We wish you the best of luck on your learning journey at Western!

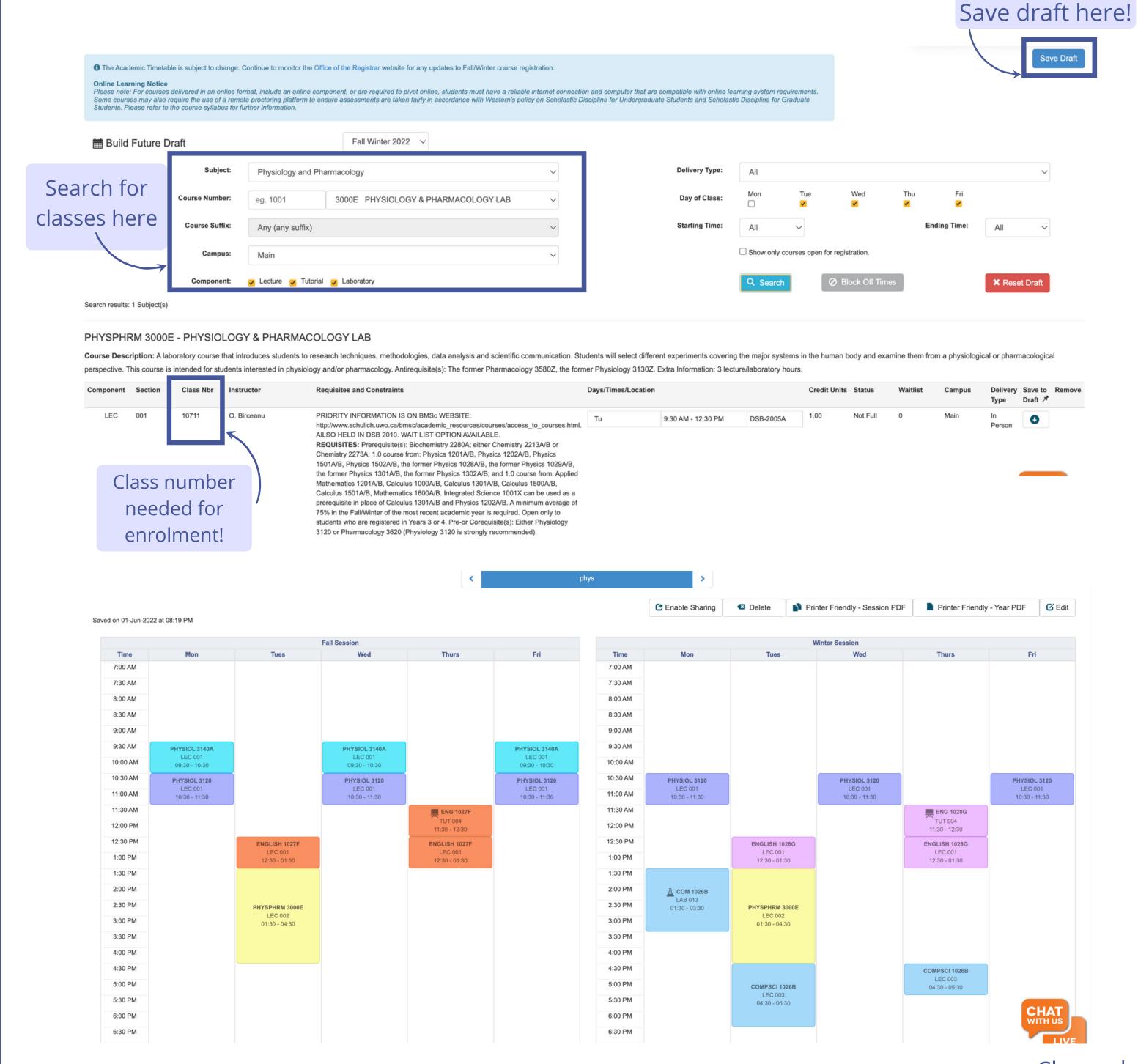
The Education Team at WebStraw Western

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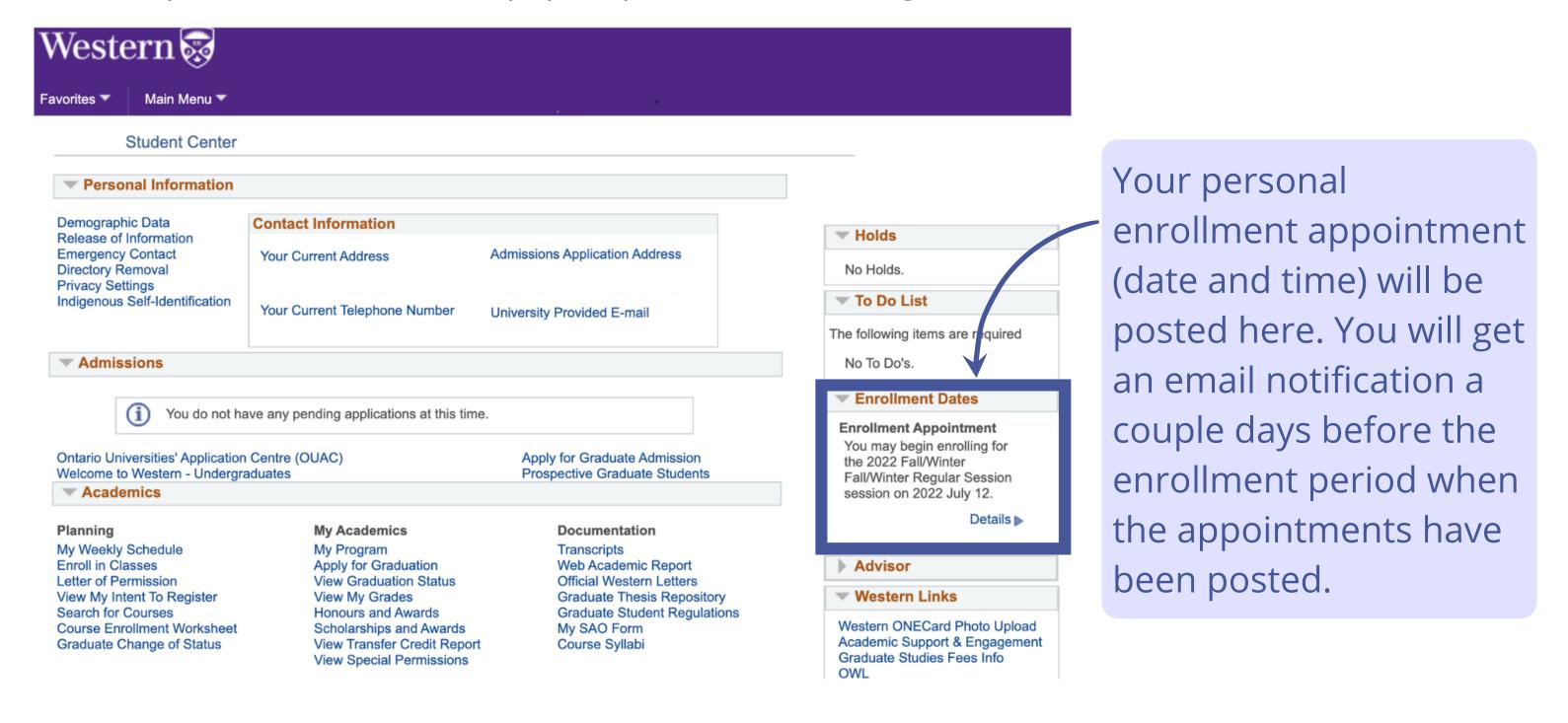
Draft My Schedule

- Link: https://draftmyschedule.uwo.ca/login.cfm
- Used to plan your schedule for the semester, but enrollment occurs through Student Centre within a specific enrollment period
- Select courses based on Subject and Course Number or Course Suffix
- After searching for courses, choose the Lecture and/or Tutorial/Lab component by clicking "save to draft"
 - Save the entire draft at the top right corner of the screen
 - You can share schedules by going to the Saved Drafts and enabling sharing
- The class number is used in Student Center when adding courses individually to your
 Course Enrolment Worksheet



Student Centre Adding, Dropping, Swapping Classes

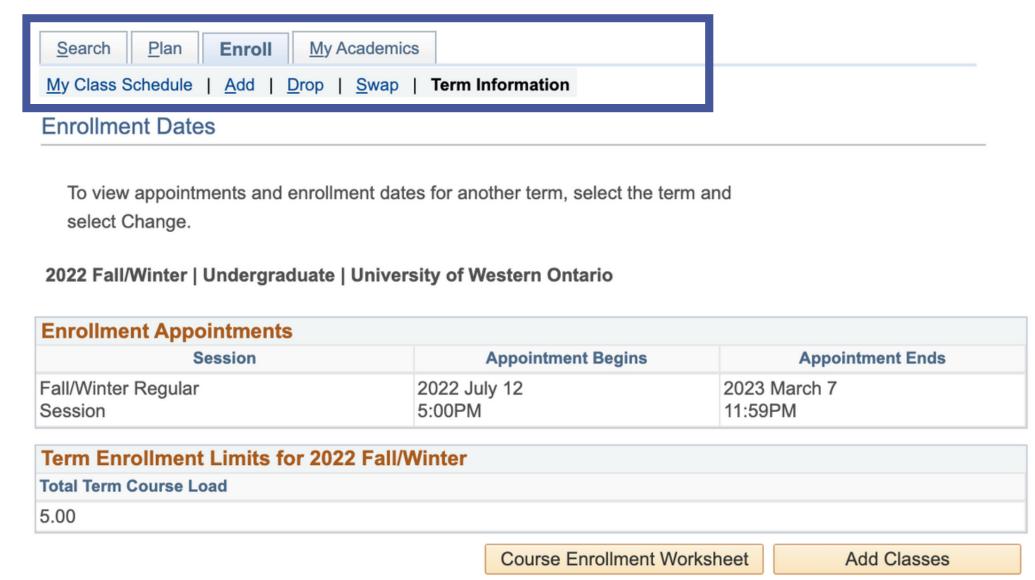
Link: https://student.uwo.ca/psp/heprdweb/?cmd=login



Adding, swapping or dropping classes are done in Student Centre.

Click on "Details" in the Enrollment Dates tab on the home page of Student Centre.

You can either click "Add" under the Enroll Tab or "Add Classes" to start selecting your courses.



Prepare for your course enrolment appointment by **adding** classes to your Course Enrollment Worksheet by their **class number** (obtained from Draft my Schedule). When your course enrollment appointment arrives, all you have to click is enrol!

Student Centre Adding, Dropping, Swapping Classes

Dropping Classes

- To drop classes, select "Drop" from under the Enroll tab.
- Select the class that you wish to drop from your current timetablejust be wary of drop/add deadlines which can be found at: https://registrar.uwo.ca/academics/r egister in courses/fallwinter.html
- Click "Drop Selected Classes"

Swapping Classes

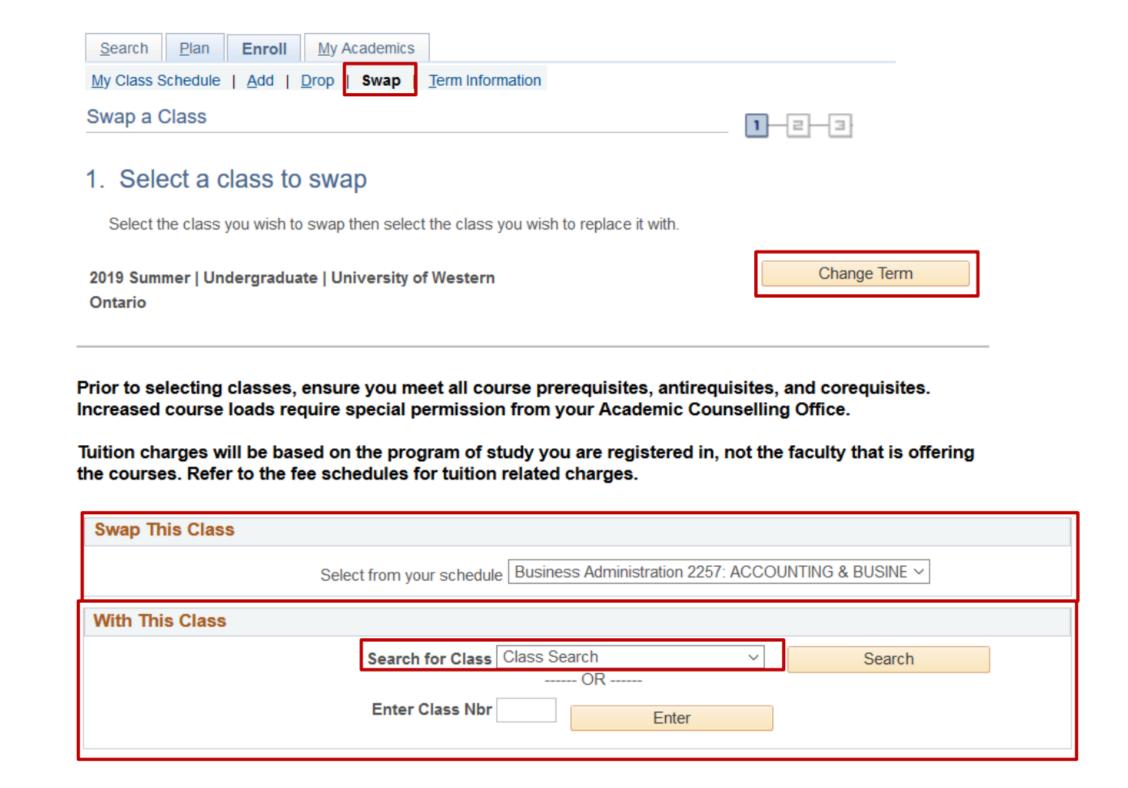
- Swapping classes is also easy! Follow the steps provided here: https://registrar.uwo.ca/academics/pdf s/Swapping%20Classes.pdf
- Make sure that the courses you are adding to your schedule do not have any conflicts (ex. Scheduling conflicts, prerequisites, antirequisites...) with the rest of your schedule

Breadth Requirments

Remember to take into account course **Breadth requirements**!

Before graduating, you must complete a minimum of 1.0 credits in each of the 3 categories of courses: A, B, and C.

Find the complete categorization of courses into A, B or C here: https://www.uwo.ca/arts/counselling/your_degree/breadth_requirements.html



Summer Session Registration

General info: https://registrar.uwo.ca/academics/register_in_courses/summer.html

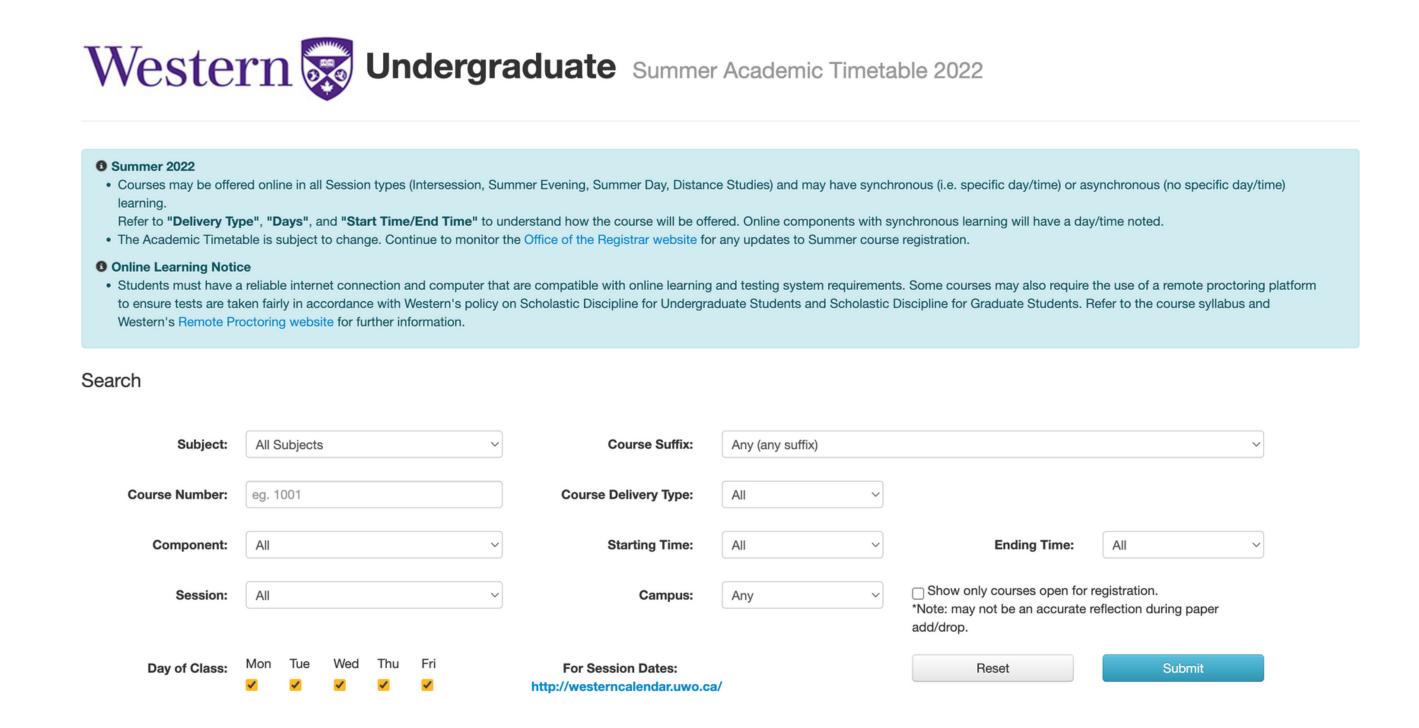
To be able to register in summer classes, you must submit a **summer term activation request** on your Student Centre. Your request requires a few days to be processed, so it is recommended that you do this as soon as it is open for students– which is usually in late February. Once your summer term activation has been processed, you will be given an enrollment date.

Decide what kind of summer study you are looking to do- distance studies, summer evening, intersessions, or summer days. Note that courses are condensed, and may be offered over 3 weeks, 6 weeks or 12 weeks.

Not all courses are offered over the summer! The undergraduate summer academic timetable is a great way to search for offered summer courses and the time slots they occupy: https://studentservices.uwo.ca/secure/timetables/SummerTT/ttindex.cfm

You may also be asked to pick an exam location for your midterm/finals. Depending on whether the course is entirely online or in person, choose your location accordingly.

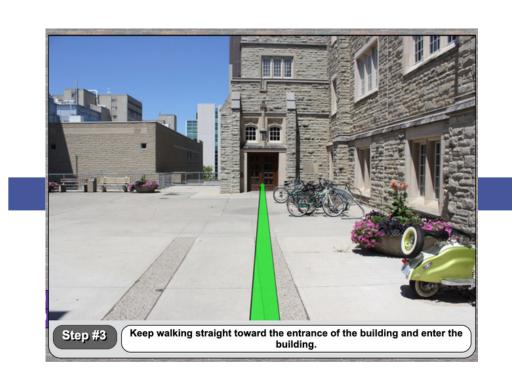
We can take a maximum of **2.5 credits** in the summer– and the course start and end dates may overlap, which means that you may be required to take more than one course at a time.



Finding Classes on Campus

Option 1: ClassFind

- https://www.classfind.com/Western
- Find classes on campus by clicking on the building the class is located in, then the floor, and finally the classroom. You will be directed step-by-step from outside the building.
- Alternatively, you can use the "Quick Search" feature and type in the required room number. From there, you will be prompted to select Building, Room, or Visit
 - The "Visit" option will give you the step-by-step instructions on how to get to that room
- There are also links to campus maps, schedules, and other campus links (ie. bookstore, athletics, housing)







Option 2: WesternU Mobile App

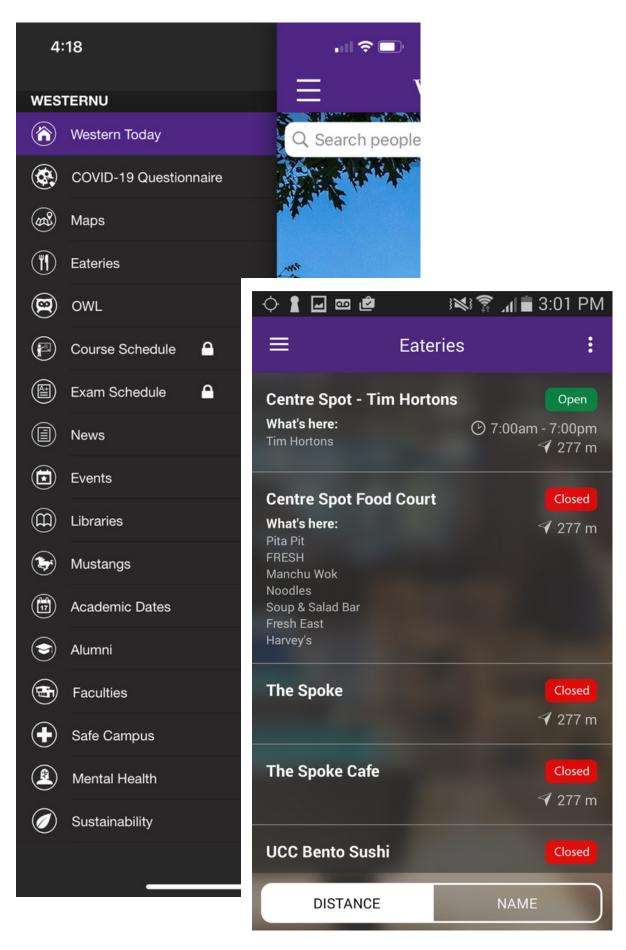
- Available on both the iOS App store and the Google Play store
- Sign in to see your own personal Course Schedule and Exam Schedule

Course Schedule:

- Shows the course, time, location (building and room) and professor
- Click on the location and this will take you to the exact room location on maps

• Exam Schedule:

- Shows the course, time and location (the room assigned to you is based on your surname)
- Select your corresponding surname which will lead you to the exact location on the map
- Access to LOTS of other resources



Accessibility

Link: https://accessibility.uwo.ca/

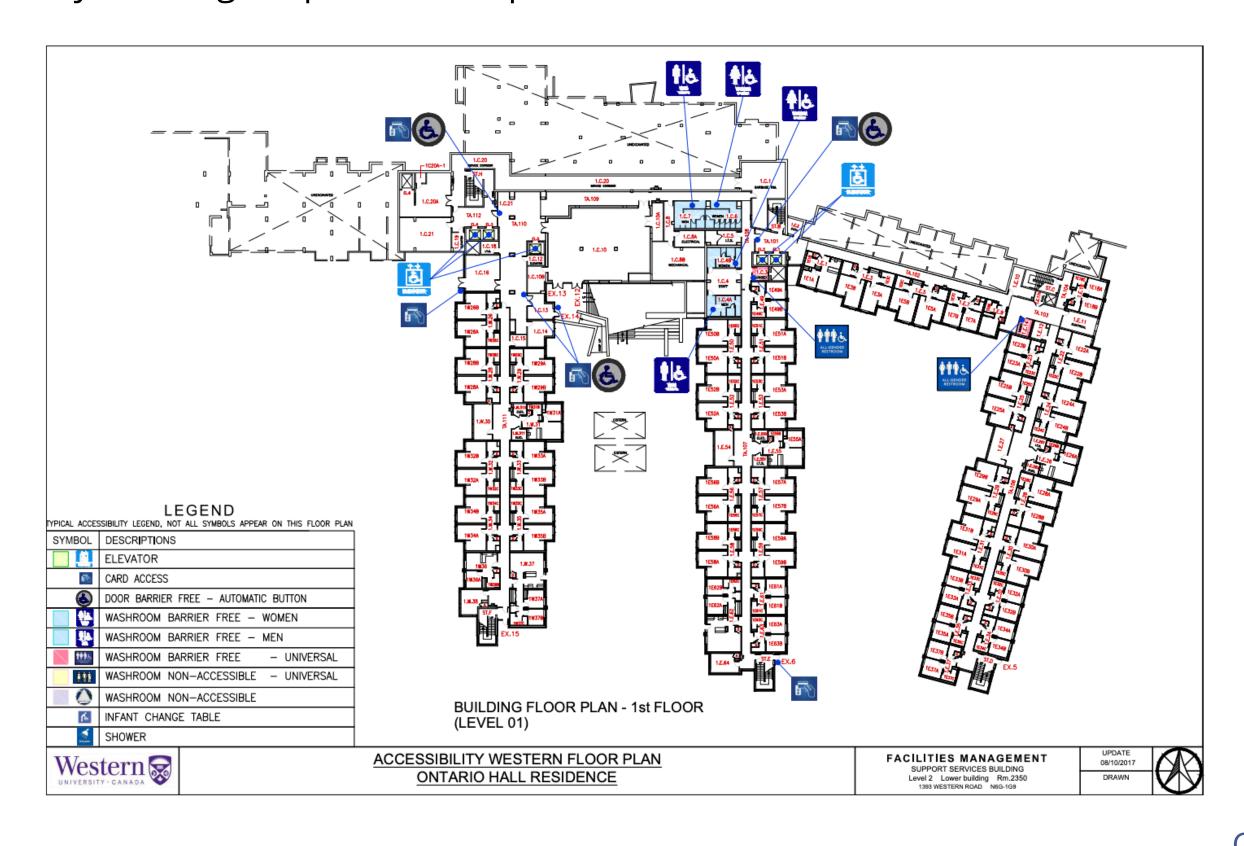
• Under Finding Your Way, there are links to Maps & Floor Plans and Accessible Parking resources

Maps & Floor Plans

- There is a detailed **Campus Accessibility Map** which indicates locations of accessible doors for each building
- https://accessibility.uwo.ca/doc/floorplan/campus.pdf



• The following resource shows accessible routes (ie. elevators, doors, washrooms) divided by building: https://wufloorplans.uwo.ca/



Writing Support Centre

1. Writing Support Centre

- http://writing.uwo.ca/
- Can submit your written work to be reviewed on a first come first serve basis
- Can book a one-on-one appointment with a writing advisor

2. Online writing handouts

- http://writing.uwo.ca/undergrads/writing_resources.html
- Handouts reviews topics including active vs passive voice, run-on sentences, thesis statements, and faulty parallelism



Active and Passive Voice

In spoken English, the active and passive voices are both used with little thought given to the significance of word order in the sentence. In writing at the university level, students often are required to use active voice, which is considered to be more concise and assertive. However, passive voice is the preferred configuration in some circumstances.

In active voice, the subject (the noun that performs the verb) is placed at the beginning of the sentence and is followed by its verb.



Verb

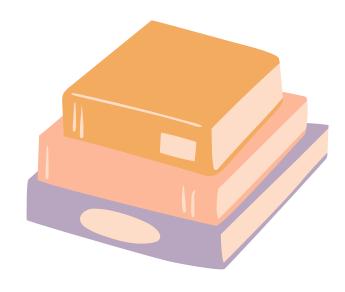
3. Online writing modules

- <u>http://writing.uwo.ca/undergrads/online_modules.html</u>
- Consists of a series of youtube vides that you can watch at your own time going over topics such as how to get started on writing a paper, how to write emails, how to develop thesis statements for university level papers

4. Online writing seminars

- http://writing.uwo.ca/undergrads/wid_workshops_and_seminars.html
- Directed towards undergraduate students at Western, but available to everyone at Western for free
- Registration for seminars in the fall/winter 2022 term starts in September 2022
- Some of the topics discussed in the seminars include writing exam essays, punctuation primer, annotated bibliography
- By attending these seminars, you can earn a Certificate of Academic Engagement which can be added to you co-curricular record

Learning Development and **Success Services**



General Services

Can be found on main LDS site homepage (link <u>here</u>):

- 1. Printable Calendars
 - a. Variety of print-out calendars offered to stay organized
- 2. **Presentations and workshops** (link <u>here</u>)
 - a. Workshops on topics such as: time management, learning habits, etc.
- 3. Certificate of Academic Engagement
 - a. Can be achieved after completion of four of the workshop modules mentioned above
- 4. **Co-curricular Record** (link here)
 - a. Tracks participation in co-curricular activities outside the classroom

Specific Services

- 1. Peer Assisted Learning Centre (link <u>here</u>)
 - a. Get course-specific advice/mentorship from upper year peers in your program
- 2. **Learn2Thrive** (link <u>here</u>)
 - a. 10-week program where students develop skills that will help them thrive academically ad personally
- 3. **Individual Counselling** (link <u>here</u>)
- 4. **Study Hub** (link <u>here</u>)
 - a. Study hub sessions where you can study with other peers
- 5. **Mindfulness and Learning** (link <u>here</u>)
 - a. Join mindfulness sessions through the week!
- 6. Extra information/services for specific student populations (link <u>here</u>)

Important Academic Policies



Discovery Credits

Gist of the policy (link <u>here</u>)

- 1. Essentially, allows you to designate a P/F (Pass/Fail) grade to a course in substitute of a numeric grade
 - a. Check site throughout the year for semester-specific deadlines (<u>link</u>)

2. *Key Notes:*

- a. Cannot do this if you are a first year
- b. Course will not be counted towards the module you are intending to complete if it is a prerequisite
- c. Maximum of 1.0 classes can be counted toward overall course credits required for degree program

Academic Consideration

Two ways to request academic consideration if you are require an academic absence for a lab or quiz, etc. (more info)

1.SRA

- a. Being *discontinued* starting 2022-2023 year
- 2. Academic Consideration form

Exam Conflicts

(more info)

1. Midterm exam conflicts

a. Can complete an academic consideration form if you have overlapping midterms and move one of the exams to a later date

2. Midterm 3 in 23 hours

a. Exam conflict policy extends to the scenario where you have 3 midterms in 23 hours → can move one of them

3. Final exams

a. Can complete necessary paperwork in Academic Counselling to move an exam → will have to complete different exam after exam period

Extracurriculars



On-campus Opportunities

1. USC Run Clubs (link here)

a. Follow clubs on social media to see what positions they may be hiring for

2. Western Connect (link <u>here</u>)

a. Western Peer Leader opportunities (link <u>here</u>)

3. Other USC-based opportunities (link here)

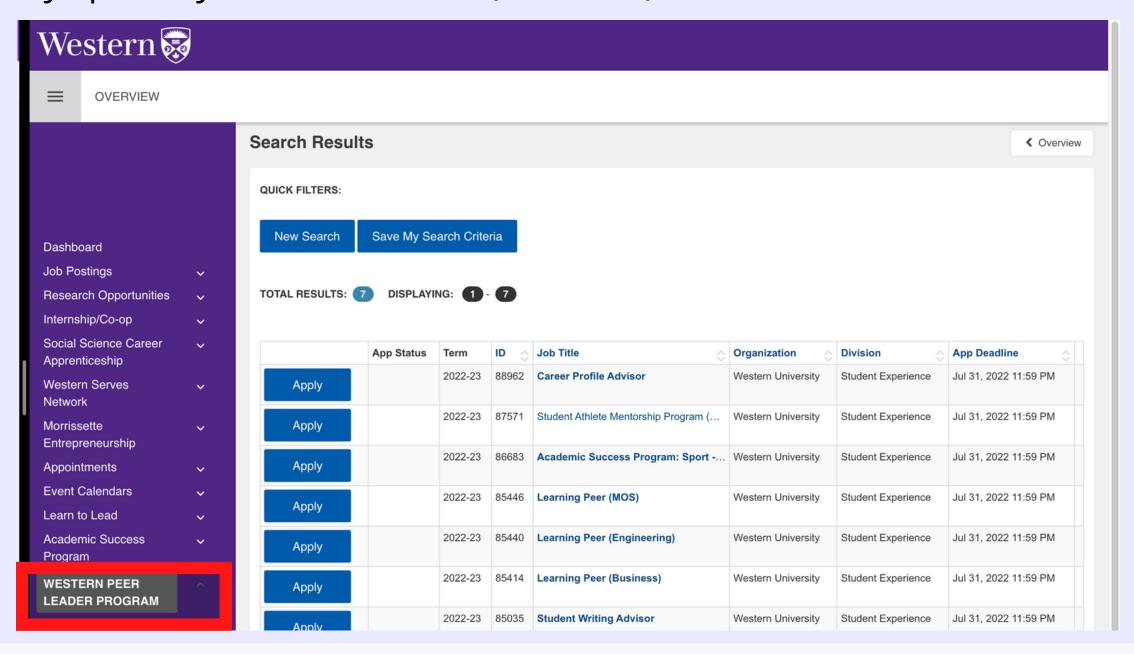
a. Keep your eye out during the summer for posts made by WesternUSC

4. Research

- a. Summer research opportunities (Schulich) (link here)
- b. Volunteering in labs -> email professors expressing interest directly

5. **Sports**

- a. Western recreational sport clubs (link <u>here</u>)
- b. Varsity sport tryout information (link <u>here</u>)



(London-based) Off-campus Opportunities

Sites that actively recruit volunteers for specific roles:

- 1. Pillar non profit (link <u>here</u>)
- 2. Volunteer London (link here)

List of organizations to volunteer with in London (link <u>here</u>)

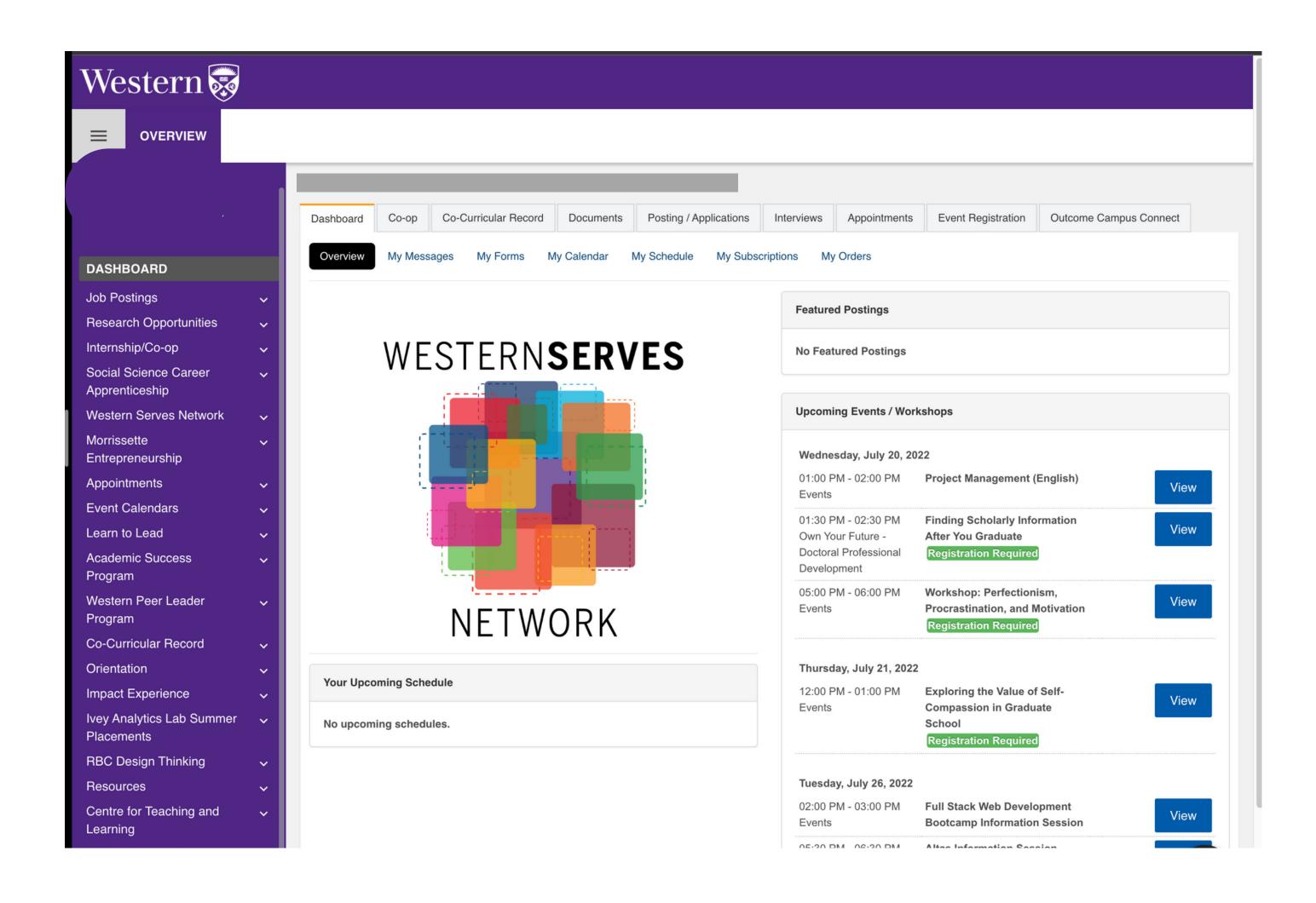
1. Note: may not be completely exhaustive and some links may be outdated

Western Connect



Western Connect

- 1. What is it? Centralized platform for students containing, but not limited to:
 - a. (1) volunteer/leadership opportunities, (2) event calendars, (3) internship/co-op opportunities, and more!
 - b. Can also access co-curricular record here
- 2. Western Serves network: connects students with the broader London community to "raise awareness about community issues" through an academic platform; community engagement learning
 - a. Can sign up for events through this portal as they become available!



Library Services, USC Eats, OneCard

Library Services

- Very generic link: https://www.lib.uwo.ca/index.html
- Systematic and scoping review consultation with a librarian: https://guides.lib.uwo.ca/c.php?g=256182&p=5019308
- Booking a study space in a library: https://www.lib.uwo.ca/covid19/bookseats.html
- Print, copy, scanning help: https://www.lib.uwo.ca/services/printingandphotocopying.html
- Citation guides: https://www.lib.uwo.ca/essayhelp/index.html
- Hours of operation: https://www.lib.uwo.ca/hours/index.html



USC Eats and OneCard

- USC Eats: an app that you can download on your phone that lets you order food at select on-campus eateries ahead of time and pick it up, skipping the line
- OneCard your OneCard is used for:
 - Identification for exams, bus pass, library card
 - Meal plan card: https://mealplan.uwo.ca/topup/Login
 - Can add more money to the balance on OneCard
 - Residence dining halls and any on-campus and off-campus eatery (Spoke, Tim Hortons, Starbucks, etc.)
 - Select off-campus locations (https://residencedining.uwo.ca/dining_out.cfm)
 - Accessing campus recreation facilities
 - Picking up a parking permit
 - Acting as a key for access to certain rooms on campus
- https://registrar.uwo.ca/services/western_onecard_and_photo_standards.html
 - For more information on photo requirements for OneCard, lost/replacement OneCard fees and process, and the general Do's and Dont's of OneCard

Health and Dental Insurance

Find the link <u>here</u>

CanadaLife

- Western currently is partnered with CanadaLife to provide health insurance for students
- Students must create their profile through CanadaLife first before submitting a claim
 - https://gwl.greatwestlife.com/sign-in
 - Member ID should be your student number
 - Policy number for Western University is 177890
- Once students have registered completely with CanadaLife, then claims can be filed and treatments can be covered.

How to Use the Insurance

- Can find information about what is and isn't covered by the university health plan (under the benefits plan tab)
 - There is a selection of practitioners that the plan completely covers certain treatments from (university health insurance may only cover a part of your treatment at non-participating practitioners' offices).
 - A PDF is available on the site that outlines the amounts that the university plan covers.
- From here you can create your benefits card that you can simply show to healthcare practitioners so that they can file a claim on your behalf.
 - o Can email the card to yourself, or print it out. Includes your student number and full name. These pieces of information should match what is on your profile on CanadaLife
- You are covered from September 1st through to August 31st (So for 1 whole year)
 - If you are returning, no need to renew information, just pay the fee when tuition is due.

Opt-Out

- If you already have health and dental insurance, this site gives you information on opting out of the University plan under the benefits plan enrolment tab -> "Opt Out" button under "Forms"
 - The time window to opt out has traditionally been from the start until mid September



Wellness and Mental Health Resources

Wellness Resources

- https://residence.uwo.ca/experience/support_services/need_to_talk_residence_co unselling/index.html
 - For students living in residence, can access more streamlined support services (ex. Living with roommates, homesickness, loneliness etc.)
 - Booking takes place with a simple email
- USC peer support: https://westernusc.ca/services/peer-support- centre/#uccservice
- Gender-based violence support: https://www.uwo.ca/health/student_support/survivor_support/index.html
- Atlohsha Indigenous Family Healing Services: https://atlohsa.com/
- Black and Racialized student support: https://www.uwo.ca/health/psych/Black_and_Racialized_student_support.html
- Ally Western: https://www.facebook.com/AllyshipNetworkUSC/
- Pride western: https://www.uwo.ca/faculty_staff/initiatives/pride/index.html

Mental Health Resources

- https://www.mystudentplan.ca/purplecare/en/m <u>ywellness</u>
 - Provides basic tips on managing your mental wellbeing, as well as places on campus you can visit when you need a safe space or someone to talk to
 - Also provides information on places around London that can provide mental health services (note: some locations may specify eligibility criteria to book an appointment)
- https://uwo.ca/health/mental_wellbeing/resourc es.html
 - Can book an appointment with on-campus counsellors who you can speak with inperson to develop action plans
 - While booking, be sure to read up on appointment policies and procedures for lateness, or rescheduling

I Need Help Now!

*Same-day crisis appointments available until 4:30p.m. Monday -Friday. For after-hours crisis support, click here.

Connect with us!

Book a counselling appointment via phone:

519-661-3030

Hours:

Monday - Thursday: 9:00 a.m. -7:00 p.m.

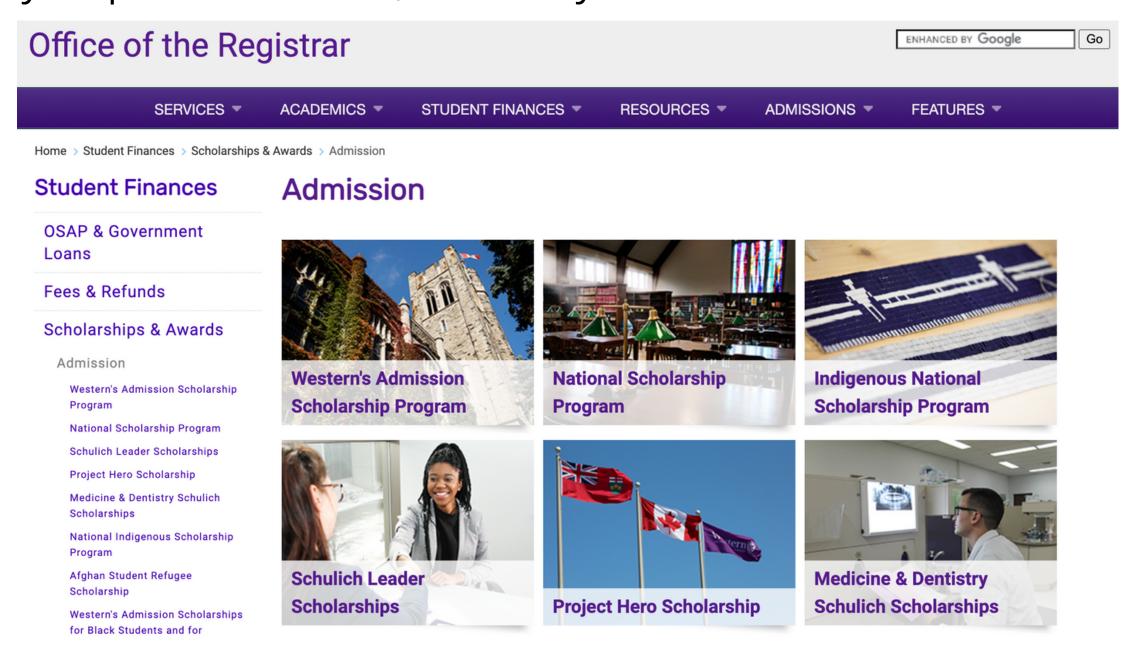
Friday: 9:00 a.m. - 5:00 p.m.

Scholarships and Awards

Find the link here

Admission

- includes scholarships that you can either apply for or receive automatically
- contains information about Western's Admission Scholarship Program, National Scholarship Program, Project Hero Scholarship, Scholarships for Globally Displaced Students, and many more



In-Course

- Academic Merit Scholarships: do not have to apply for these, nominated and notified by faculty based on achievement of a high cumulative average for the academic year
- Combined Academic Merit Scholarships: have to apply to these --> selection criteria are based on a combination of academic merit and one or more nonacademic requirements (ex. extracurricular activities, demonstration of leadership qualities, etc.)
- Need-Based Awards: awarded to students based on academic merit and demonstration of financial need; may require the submission of supporting documentation

External Scholarships

 Have to apply for these scholarships and meet specific requirements depending on the scholarship

Housing

First Year Residences

- https://residence.uwo.ca/buildings/firstyear_buildings/index.html
 - to find more information about the different residences at Western University offered to first-year students and upper-year students
 - includes information on the different building styles, the different living-learning communities at Western University and many more

Off-Campus Housing Services

- https://offcampus.uwo.ca/listings/
 - this is usually the first resource many upper-year students look at when looking for off-campus housing
 - great filters (ie. pricing, location, number of bedrooms, distance from campus) to help students find housing that suits their needs
- https://www.facebook.com/groups/1572498759686621
 - shows listing from students subletting, looking for roommates to fill their current lease, looking for housing information in general, etc
- https://offcampus.uwo.ca/appointment.cfm
 - a free service offered by Western University where students can set up an appointment to have their lease looked over before signing and have any other housing-related questions answered

Rental Companies to Consider

- https://www.exclusiverental.ca/rental-listings/
- https://lsrentals.ca/
- https://www.padrentals.ca/

