

# ACADEMIC COUNSELLING

Each Faculty has assigned Academic Counsellors to work closely with students throughout the year. For more detailed information about hours of operation and for scheduling appointments, please see Academic Counselling for each of the Faculties in the 'Undergraduate Programs' section, starting on p. 7. Information in this guide is subject to change without notice. Please check the Academic Calendar for up to date information.

## Arts and Humanities

University College 2230  
Telephone: 519-661-3043  
Email: arts@uwo.ca

[www.uwo.ca/arts](http://www.uwo.ca/arts)

[twitter.com/westernuArts](https://twitter.com/westernuArts)

[facebook.com/westernuArts](https://facebook.com/westernuArts)

## Brescia University College (BUC)

The Hive, Main Floor, Mother St. James Bldg.  
Telephone: 519-858-5151

Email: brescia@uwo.ca

[www.brescia.uwo.ca](http://www.brescia.uwo.ca)

## Don Wright Faculty of Music

Talbot College 210  
Telephone: 519-661-2044

[www.music.uwo.ca/current-students/undergraduate/acad-counselling.html](http://www.music.uwo.ca/current-students/undergraduate/acad-counselling.html)

## Engineering

Spencer Engineering Building 2097  
Telephone: 519-661-2130

[www.eng.uwo.ca](http://www.eng.uwo.ca)

## Health Studies

Labatt Health Sciences Building 222  
Telephone: 519-661-4119

[www.uwo.ca/fhs/shs](http://www.uwo.ca/fhs/shs)

## Huron University College (HUC)

HUC W45  
Telephone: 519-438-7224 x244

[www.huronuc.ca](http://www.huronuc.ca)

## Information and Media Studies

FIMS & Nursing Building 2001  
Telephone: 519-661-3542

Email: mit@uwo.ca

[intra2.fims.uwo.ca/current/counselling.htm](http://intra2.fims.uwo.ca/current/counselling.htm)

## Ivey Business School (HBA)

Richard Ivey Building 2200  
Telephone: 519-661-4111

[www.ivey.uwo.ca/hba](http://www.ivey.uwo.ca/hba)

## Kinesiology

3M Centre 2225  
Telephone: 519-661-3086

Email: kinug@uwo.ca

[www.uwo.ca/fhs/kin](http://www.uwo.ca/fhs/kin)

## King's University College (KUC)

Dante Lenardon Building  
Telephone: 519-433-3491 x4406

Email: academic.dean@uwo.ca

[www.kings.uwo.ca](http://www.kings.uwo.ca)

## Nursing

FIMS & Nursing Building 3306  
Telephone: 519-661-3395

[www.uwo.ca/fhs/nursing](http://www.uwo.ca/fhs/nursing)

## Science and Basic Medical Sciences

Western Science Centre 140  
Telephone: 519-661-3040

Email: scibmsac@uwo.ca

[www.uwo.ca/sci/counselling](http://www.uwo.ca/sci/counselling)

## Social Science

Social Science Centre 2105

Telephone: 519-661-2011

Recorded Message: 519-661-2052

Email: ssaco@uwo.ca

[www.counselling.ssc.uwo.ca](http://www.counselling.ssc.uwo.ca)

[twitter.com/ssaco\\_westernu](https://twitter.com/ssaco_westernu)

[facebook.com/westernussaco](https://facebook.com/westernussaco)

# ACADEMIC INFORMATION

## English Language Proficiency

Each student granted admission to Western must be proficient in spoken and written English. Students must demonstrate the ability to write clearly and correctly. Work presented in English in any subject, at any level, which shows a lack of proficiency in English is unacceptable for academic credit. Such work will either be failed or, at the discretion of the instructor, returned for revision to a literate level.

To foster competence in the use of the English language within their own discipline, all instructors will take proficiency in English into account in the assignment of grades.

## The First Year Program

The first year program lets you choose courses from different subjects. You do not select a specific degree program until the end of your first year; this program provides you with maximum choice in your first year.

Registrants in the first year general program must select:

- ▶ 5.0 courses numbered 1000 - 1999
- ▶ At least 1.0 course must be selected from each of two of Categories A, B, and C (See page 77). The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject

Before graduation, at least 1.0 course from each of Categories A, B, and C must be taken (see page 77). Students are encouraged to take an essay course in first year.

## Faculty of Registration

To permit appropriate counselling and guidance, first year students entering Arts and Humanities, Science, and Social Science are registered in a specific Faculty that is in accordance with their stated degree objective.

The Faculty of registration in which you are placed in first year does not limit your future choices. After first year, your Faculty of registration will be determined by your module/program selection. Please see the 2017 Academic Calendar for further information.

Summer Academic Orientation services are available to help you choose courses that fulfil the prerequisites for senior modules and programs.

## Main Campus Course Residency Guidelines

If you are a **main campus student**, you:

- ▶ cannot enrol in an Affiliated University College course if the same course is also taught on the main campus;
- ▶ cannot enrol in more than 1.0 course per session at an Affiliated University College.

If you are a part-time student, and are taking only one course, you cannot take the course at an Affiliated University College.

## EXCEPTIONS

1. Foods and Nutrition students may take more than 1.0 Human Ecology, Foods and Nutrition, or Family Studies course at an Affiliated University College.
2. First Year students who are taking Social Work 1021A/B and 1022A/B in partial fulfilment of the admission requirements for the Social Work program.
3. In September, you may ask the Dean's Office of your Faculty for special permission that grants you an exception to this regulation.

## Graduation Requirements for Honors Bachelor Degrees (Four-Year)

The requirement for graduation from the Honors Bachelor degree is successful completion of 20.0 courses subject to the following general conditions and the specific conditions established by each Faculty or Affiliated University College.

### GENERAL REQUIREMENTS

#### First Year Requirements

Satisfactory completion of 5.0 courses numbered 1000 - 1999. At least 1.0 course must be selected from each of two of Categories A, B, and C (see page 77). The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject.

#### Module Requirements

The Honors Bachelor Degree must include at least an Honors Specialization module or Double Major modules. The Honors Specialization module or each Double Major module must be completed with a minimum cumulative average of 70% and a minimum mark of 60% in each course of the module. Any additional Major or Minor modules taken within the degree must be completed with a minimum cumulative average of 60%. In exceptional circumstances, a student who completes the Honors Specialization module with an average of at least 68% and a mark of at least 60% in each course of the module may graduate with an Honors degree only with the permission of the Dean on the recommendation of the Department concerned. No concessions are allowed for average and mark requirements for graduation with Double Major modules in an Honors Bachelor degree. The majority of the courses in each module must be completed through Western University.

#### Average Requirements

Minimum mark and average requirements must be met for each module. See "Module Requirements" above.

A mark of at least 50% must be achieved in each of the 20.0 courses used to fulfill graduation requirements.

An overall average of at least 65% must be achieved in the 20.0 successfully completed courses used to fulfill graduation requirements.

#### Senior Course Requirements

At least 13.0 senior courses (numbered 2000 - 4999) must be completed satisfactorily.

At least 1.0 senior course (numbered 3000 - 4999) must be completed satisfactorily in each Major module leading to an Honors Bachelor Degree – Double Major.

#### Essay Course Requirements

Satisfactory completion of at least 2.0 designated essay courses, at least 1.0 of which must be senior level (numbered 2000 - 4999). The 2.0 essay courses must be completed through Western University or through one of its Affiliated University Colleges.

Exception: Students who are admitted with 10.0 advanced standing credits are required to complete 1.0 designated senior essay course (numbered 2000 - 4999) through Western University or one of the Affiliated University Colleges.

#### Residency Requirements

Of the 20.0 required courses used to fulfill graduation requirements, a minimum of 15.0 courses must be completed through Western University or one of the Affiliated University Colleges. A maximum of 5.0 courses may be taken at another university on a Letter of Permission or on Exchange.

Exception: Transfer students who are admitted with advanced standing must complete a minimum of 10.0 courses including at least 5.0 senior courses (numbered 2000 - 4999) through Western University. The majority of courses in each module must be completed through Western University or one of the Affiliated University Colleges.

### Breadth Requirements

At least 1.0 course from each of Categories A, B, and C must be included (see page 77).

No more than 14.0 courses in one subject may be counted among the 20.0 successfully completed courses used to fulfill graduation requirements.

### Additional Requirements for the Honors Bachelor of Science Degree and the Honors Bachelor of Medical Sciences Degree

For the Honors Bachelor of Science Degree and the Honors Bachelor of Medical Sciences Degree, the general requirements listed above for Honors Bachelor Degrees must be met, in addition to the following Science Course Requirements:

Of the 20.0 courses required for the Honors Bachelor of Science Degree and the Honors Bachelor of Medical Sciences Degree, at least 11.0 must be from the offerings of the Faculty of Science or approved\* courses from the Schulich School of Medicine & Dentistry.

Students registered in a Science Major or Basic Medical Science Major combined with a Geography Major (in an Honors Bachelor of Science degree) may count approved courses in Geography (see the notes regarding Geography Major modules for details) towards the 11.0 "science" course requirement.

For other purposes, the Geography courses will be considered in Category A.

*\*Approved courses are those under Medical Sciences in Category C. Except for courses in Pathology and Epidemiology and Biostatistics completed prior to May 2005, these courses may be used to meet the science breadth requirement of any degree.*

## Graduation Requirements for Bachelor Degrees (Four-Year)

The requirement for graduation from the Bachelor Degree (Four-year) is successful completion of 20.0 courses subject to the following general conditions and the specific conditions established by each Faculty or Affiliated University College.

### GENERAL REQUIREMENTS

#### First Year Requirements

Satisfactory completion of 5.0 courses numbered 1000 - 1999. At least 1.0 course must be selected from each of two of Categories A, B, and C (see page 77). The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject.

#### Module Requirements

The Bachelor Degree (Four-Year) must include at least a Specialization module or at least one Major module. The Specialization module or Major module must be completed with a minimum cumulative average of 60%. Any additional Major or Minor modules taken within the degree must be completed with a minimum cumulative average of 60%. The majority of courses for each module must be completed through Western University.

#### Average Requirements

The minimum average requirements for each module must be met. See "Module Requirements" above.

A mark of at least 50% must be achieved in each of the 20.0 courses used to fulfill graduation requirements.

A cumulative average of at least 60% must be achieved in the 20.0 successfully completed courses used to fulfill graduation requirements.

#### Senior Course Requirements

At least 13.0 senior courses (numbered 2000 - 4999) must be completed satisfactorily.

## Essay Course Requirements

See Graduation Requirements for Honors Bachelor Degrees (Four-Year).

## Residency Requirements

See Graduation Requirements for Honors Bachelor Degrees (Four-Year).

## Breadth Requirements

See Graduation Requirements for Honors Bachelor Degrees (Four-Year).

## Additional Requirements for the Bachelor of Sciences Degree and Bachelor of Medical Sciences Degree (Four-Year)

See Graduation Requirements for Honors Bachelor Degrees (Four-Year).

## Graduation Requirements for Bachelor Degrees (Three-Year)

The requirement for graduation from the Bachelor Degree (Three-Year) is successful completion of 15.0 courses, subject to the following general conditions and the specific conditions established by each Faculty or Affiliated University College.

### GENERAL REQUIREMENTS

#### First Year Requirements

Satisfactory completion of 5.0 courses numbered 1000 - 1999. At least 1.0 course must be selected from each of two of Categories A, B, and C (see page 77). The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject.

#### Module Requirements

The Bachelor Degree (Three-Year) must include at least a Major module or two Minor modules. The Major module or each Minor module must be completed with a minimum cumulative average of 60%.

Any additional Major or Minor modules taken within the degree must be completed with a minimum cumulative average of 60%. The majority of courses for each module must be completed through Western University.

#### Average Requirements

The minimum average requirements for each module must be met. See "Module Requirements" above.

A mark of at least 50% must be achieved in each of the 15.0 courses used to fulfill graduation requirements.

A cumulative average of at least 60% must be achieved in the 15.0 successfully completed courses used to fulfill graduation requirements.

#### Senior Course Requirements

At least 8.0 senior courses (numbered 2000 - 4999) must be completed satisfactorily.

#### Essay Course Requirements

See Graduation Requirements for Honors Bachelor Degrees (Four-Year).

#### Residency Requirements

Of the 15.0 required courses used to fulfill graduation requirements, a minimum of 10.0 courses must be completed through Western University or one of the Affiliated University Colleges. A maximum of 5.0 courses may be taken at another university on a Letter of Permission or on Exchange.

Exception: Transfer students who are admitted with advanced standing must complete a minimum of 10.0 courses including at least 5.0 senior courses (numbered 2000 - 4999) through Western University. The majority of courses for each module must also be completed through Western University or one of the Affiliated University Colleges.

## Breadth Requirements

At least 1.0 course from each of Categories A, B, and C (see page 77).

No more than 9.0 courses in one subject may be counted among the 15.0 courses used to fulfill graduation requirements.

## Additional Requirements for the Bachelor of Science Degree (Three-year)

For the Bachelor of Science Degree (Three-Year), the general requirements listed above for the Bachelor Degree (Three-Year) must be met, in addition to the following Science Course Requirements: Of the 15.0 courses required for the Bachelor of Science Degree (Three-Year), at least 8.0 must be from the offerings of the Faculty of Science.

## Scholar's Electives Program

The Scholar's Electives program allows students who have demonstrated outstanding academic potential to apply to Western for admission to both a primary, discipline-based program of study and the Scholar's Electives module. The program is designed to provide an intellectually stimulating learning environment for students who truly wish to undertake an interdisciplinary and/or laboratory research experience. Its goal is to foster a community of scholars who have diverse disciplinary and research interests, but a general intellectual curiosity about most disciplines. The program is intended primarily for students who are interested in completing a four-year Honors degree before moving on to their chosen careers.

Those selected will comprise a small group (no larger than 50-75 students per year at the constituent university) who will, in addition to their Honors degree courses, enrol in a Scholar's Electives module comprised of 3.0 courses. The interdisciplinary courses in the Scholar's Electives module will be taught by faculty members from more than one Faculty and expose students to significant ideas from different disciplines.

The small enrolment in the program will enable the students to connect with one another and ensure greater individual contact with faculty members. Development and staffing of the Scholar's Electives modular courses will be the responsibility of the participating faculties.

Brescia and Huron University Colleges also offer a Scholar's Electives program leading to a BA degree under the same conditions. Admission to the program shall be granted by the Academic Dean (Brescia University College) or Dean of Arts and Social Science (Huron University College) and, where appropriate, in consultation with the Dean(s) of the constituent university faculties involved in the proposed course of study.

Students who complete the first two years of the Scholar's Electives Program successfully before registering in one of the HBA combined programs in the Ivey Business School may continue in the Scholar's Electives Program and receive this designation at graduation.

While the primary benefit of enrolling in Scholar's Electives is the flexibility to achieve personal and unique academic goals, there are a number of ancillary benefits associated with the program. Scholar's Electives students will have the benefit of being paired with a Faculty mentor in Years 2 and 3. The mentor will hold regular meetings with the student to monitor the student's progress and provide advice if necessary. Students will also have the opportunity to network and build a community with other high-achieving students through planned activities and events facilitated by both the Faculties and The Student Success Centre. The current listing of minimum admission requirements to undergraduate programs from foreign countries is maintained by the Office of the Registrar. For admission requirements of international applicants, please refer to the International Students admission policy in the Admission section in the Academic Calendar.

## Admission Requirements

Students apply for admission to the Scholar's Electives program prior to registration in first year of a BA, BHSc, BMSc or BSc degree program. Scholar's Electives is a limited enrolment program, open to full-time students who qualify for membership as Western Scholars by having at least a 90% admission average. Selection will be determined by a Selection Committee on the basis of grades and personal accomplishments, such as demonstrated achievement beyond the classroom and community contributions, as detailed on a supplementary admissions form.

## Western Scholars Program

The purpose of the Western Scholars designation is to recognize students' outstanding academic achievement and to provide opportunities for program enrichment.

High-achieving students entering first year are eligible to become members of the honors society referred to as Western Scholars. Western Scholars are invited to participate in extracurricular activities where they are exposed to a variety of cultural, social, and academic events, and are offered opportunities to participate in volunteer activities in the community.

Western Scholars are encouraged to pursue Honors Bachelor degrees. Although there is no requirement that Western Scholars take honors level options, they are encouraged to select challenging courses that meet their academic needs.

The Western Scholars designation is noted on the student's internal academic record, official transcript, and degree diploma.

## Eligibility Requirements

Students entering full-time study at the University with averages of at least 90% or equivalent are invited to be recognized as Western Scholars prior to the beginning of their first year as part of the registration process. Students with equivalent levels of achievement who are entering with an International Baccalaureate or who have been admitted as international students or transfer students are also eligible.

## Distance Studies

In the spring/summer and fall/winter sessions, a wide variety of distance studies courses are offered. Designed for independent study, these courses include:

- ▶ Online courses that let you participate in class discussion, work together on joint projects, and submit assignments from your home computers
- ▶ Interactive web-based courses

Distance Studies courses retain certain aspects of on-campus courses—e.g., due dates for assignments and fixed dates for tests and examinations—but they are designed to free you from the demands of attending classes at specific times and from the restriction of geographical location. For information on exam centres, call 519-661-2100.

## French Immersion School

Campus Office: WSSB Rm 1100D

[www.frenchimmersion.uwo.ca](http://www.frenchimmersion.uwo.ca)

Tel: 519-661-3637

Western's French Immersion School attracts participants from all over Canada, the United States, Latin America and other parts of the world, who wish to upgrade their education or pursue a professional or personal goal. The Trois-Pistoles French Immersion School offers students an experience of a lifetime: a complete immersion environment, so that they not only learn French, but live the language and the culture. University-level courses in French language, including oral French, are offered at all levels, from beginner to advanced.

Accommodation and meals are provided by specially-selected host families. You may choose either the spring or the summer five-week

session. Full-time students (those taking at least 60% of a full course load) may be eligible for a bursary through the Explore Bursary Program to cover most of the costs. Contact the French Immersion School office on campus for details.

## Adding and Dropping Courses

Courses normally may not be added and dropped after the specified deadline dates. In exceptional cases and on presentation of evidence of medical or compassionate grounds or other extenuating circumstances, the Dean (or designate) of the faculty of registration may grant a petition to waive the regulation.

The Office of the Registrar, in consultation with the academic community and appropriate administrative offices, will determine all applicable sessional dates which will be maintained on the Registrar's Office website in the Academic Calendar.

Once online registration ends, a course may be added or dropped only with the joint approval of the Dean (or designate) of the Faculty in which the student is registered and the Chair (or designate) of the Department concerned.

A course that has been dropped by the last date specified for adding a course shall be expunged from the records. A course that has been dropped after the last date specified for adding a course but before the last date for dropping a course without academic penalty (or subsequently, if a petition is granted by the Dean) shall be recorded as "WDN".

A course that has not been dropped in accordance with the above regulations and that has not been completed satisfactorily by the student shall be recorded as "F".

### FULL COURSES (1.0) AND FULL-YEAR HALF-COURSES (0.5)

	Add	Drop
<i>(Number of Business Days from and including the start date of the session)</i>		
Fall/Winter-Campus (day and evening)	7	November 30
Intersession	2	8
Summer Evening	5	19
Summer Day	2	8

### HALF-COURSES (0.5)

	Add	Drop
<i>(Number of Business Days from and including the start date of the session)</i>		
Fall/Winter-Campus (day and evening)	7	Term 1: Nov. 12 Term 2: Mar. 7

## Progression Requirements

**Progression Requirements** are designed to assist a student in improving his/her grades over time so that she/he may attain the required average for graduation or for entrance to and continuation in honors or other specialized programs. Progression requirements establish the minimum requirements for a student to continue at the University but the expectation is that a student will aspire to excellence and seek to achieve results well above the minimum requirements for his/her programs.

**The Adjudication Process** involves the assessment of a student's eligibility to progress at the University and/or enter or remain in a program. As part of the adjudication process, progression requirements will be checked twice a year during **two adjudication periods**: the May adjudication period based on marks obtained during the Fall/Winter term (for the September - December and January - April sessions) and the July - August adjudication period based on marks obtained during the Summer term (Intersession, Summer Evening and Summer

Day sessions). Student records for those registered for the term are evaluated/adjudicated to ascertain if a student meets the progression requirements: (a) to remain in good standing at the University, (b) of his/her current program, and/or (c) for entrance to another proposed program in which she/he has indicated an Intent to Register.

**Average Calculation** for progression requirements includes both a term (sessional) and a cumulative average for all applicable courses. Average calculations INCLUDE failed grades. All grades below 50% are considered failures. Grades below 40% will be included in average calculations as 40%, grades from 40%-49% will be included as the actual grade reported.

**A Course Attempt** is a course registration that is not dropped by the last day to drop deadline date in the Undergraduate Sessional Dates in the Academic Calendar (the latest, including all revisions, will be found on the Office of the Registrar website). The last day to drop will vary according to type of course: full course, first term half course, full year half course, and second term half course. A course that is dropped by the last date for adding a course will be removed from a student's record. A course that is dropped after the last date for adding a course but before the final day for dropping a course will be recorded as WDN (withdrawn) and is not considered a course attempt. A course that is dropped after the final day for dropping a course will be recorded as F (failure) and will receive a mark of 40% for Average Calculation purposes.

**A Course Repeat** is any course previously attempted and recorded at Western. A course attempt having a passing grade may be repeated only once. A course attempt having a failing grade may be repeated only twice. Further course repeats may be authorized only by the Dean of the Faculty in which the student is registered. Grades (including failures) for all course attempts will appear on the transcript and will be included in the accumulation of course attempts and maximum failures allowed. All but the most recent course attempt will appear on the transcript as Repeated. No credit and will be excluded from cumulative average calculations used for progression requirements.

**Progression decisions will result in an Academic Standing Status of:**

**In Good Standing** - a student who satisfies the minimum progression requirements for continuation of study will be eligible to continue at Western.

**On Probation** - a student who does not satisfy the minimum progression requirements for continuation of study at Western but who will be allowed to continue at the University under Conditions of Probation. See the Academic Calendar for details.

**Required to Withdraw** - a student who does not satisfy the minimum Progression Requirements for continuation of study at Western and is not eligible for probation or who has exceeded the maximum number of failed courses allowed, 6.0 courses, will be **Required to Withdraw** from the University for a minimum of twelve months. A student who has been Required to Withdraw from the University and whose academic standing has been jeopardized by serious medical or personal difficulties may, if they have sought academic accommodation in a timely manner, apply for a Dean's Waiver of Progression Requirements. A student granted a Dean's Waiver of Progression Requirements must meet the specific conditions imposed in the Dean's Waiver.

Should an appeal be made to Senate on the ruling of a Dean, such an appeal shall be considered on behalf of Senate by the Senate Review Board Academic (SRBA).

**Two levels of progression requirements are used to assess a student's Academic Standing Status:**

**Level 1 progression requirement:**

A minimum cumulative average of 55% must be obtained at the first adjudication period at which the student has completed a minimum of 3.0 course attempts. If a student has completed more than 3.0 courses at the time of adjudication, marks from all courses taken will be used to calculate the cumulative average. This minimum cumulative average must be maintained for each successive adjudication period until the student reaches Level 2\*.

Students who satisfy this requirement will be eligible to continue study **In Good Standing**. Students with a cumulative average from 50-54% will continue **On Probation**. Students with a cumulative average less than 50% will be **Required to Withdraw**.

**Level 2 progression requirement:**

A minimum cumulative average of 60% must be obtained at the first adjudication period at which the student has completed a minimum of 8.0 course attempts. If a student has completed more than 8.0 courses at the time of adjudication, marks from all courses taken will be used to calculate the cumulative average. This minimum cumulative average must be maintained for each successive adjudication period until the student graduates\*.

Students who satisfy this requirement will be eligible to continue study **In Good Standing**. Students with a cumulative average from 55-59% will continue **On Probation**. Students with a cumulative average less than 55% will be **Required to Withdraw**.

Maximum number of failures allowed is 6.0 courses.

*\*Note: averages required for graduation may differ.*

**Consult the Academic Calendar for more detail on Western progression requirements.**

## Degree Structure/Module Combinations

A module is a collection of courses that define an area of study. The number of courses included in the module is defined by the amount of specialization in the topic. All courses included in the module are designated by a Department, Faculty, or Affiliated University College.

### Modules

- ▶ 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)

**Note: Not all departments offer all these Modules.**

The modular degree structure affords the opportunity to combine various subjects from different Departments and Faculties. The chart below shows how modules can be combined in the three different types of degrees offered. The modules taken must fit within these degree structures. See Faculty and Department listings for details. Combinations other than those listed below have not been approved; consequently, they may not be taken. Enrolment in some modules may be limited.

**DEGREE STRUCTURE/MODULE COMBINATIONS** *continued***Modules may be combined in three different degrees:****a) The Honors Bachelor Degree (Four-Year) - (20.0 courses)**

15.0 courses after first year, including at least an Honors Specialization or a Double Major, as follows:

- ▶ Honors Specialization (9.0 or more courses) ;  
This may be combined with a Major or a Minor or option(s)
- ▶ Major (6.0 - 7.0) plus a Major (6.0 - 7.0) plus option(s) (3.0 - 1.0); This combination requires two Major Modules

**b) The Bachelor Degree (Four-Year) - (20.0 courses)**

15.0 courses after first year, including at least a Specialization module or a Major Module as follows:

- ▶ Specialization (9.0 or more courses);  
This may be combined with a Major or a Minor or option(s)
- ▶ Major (6.0 - 7.0) plus a Major (6.0 - 7.0) plus option(s) (3.0 - 1.0)

- ▶ Major (6.0 - 7.0) plus Minor(s) or option(s)
- ▶ Major (6.0 - 7.0) plus option(s)

**c) The Bachelor Degree (Three-Year) - (15.0 courses)**

10.0 courses after first year, including at least a Major Module or a Double Minor as follows:

- ▶ Major (6.0 - 7.0) plus option(s)
- ▶ Major (6.0 - 7.0) plus a Minor (4.0 - 5.0)
- ▶ Minor (4.0 - 5.0) plus a Minor (4.0 - 5.0) plus option(s) (2.0 - 0);  
This combination requires two Minor modules.

DEGREE TYPE	AVAILABLE MODULE COMBINATIONS
<b>The Honors Bachelor Degree (4-year)</b> 15.0 courses after first year	Honors Specialization Honors Specialization-Major Honors Specialization-Minor Major-Major
<b>The Bachelor Degree (4-year)</b> 15.0 courses after first year	Specialization Specialization-Major Specialization-Minor Major Major-Major Major-Minor(s)
<b>The Bachelor Degree (3-year)</b> 10.0 courses after first year	Major Major-Minor Minor-Minor

# COURSE REGISTRATION

## About Web Registration

Course registration is done online through the Student Center ([student.uwo.ca](http://student.uwo.ca)). Also available through the Student Center is Western's Draft My Schedule tool which students can use to assist in building a personalized conflict-free timetable.

### STEP 1: ACCESS YOUR STUDENT CENTER

Access your Student Center ([student.uwo.ca](http://student.uwo.ca)) by entering your Western User ID and password. Remember to ensure that your computer cookies are enabled and your pop up blockers are set to allow pop ups from [student.uwo.ca](http://student.uwo.ca). If you have any trouble logging in to Student Center call the Student Central Helpline at 519-661-2100 (Monday to Friday 9:00 am – 4:00 pm).

### STEP 2: DETERMINE YOUR EARLIEST REGISTRATION DATE

On the Student Center page, there is an 'Enrollment Dates' section to the right that displays the date and time of your enrolment appointment (when you can begin registering for classes). Select the 'Details' link under the 'Enrollment Dates' heading. The 'Enrollment Dates' page displays the Session you are presently in and when your enrolment start time begins and ends.

### STEP 3: USE DRAFT MY SCHEDULE TO COMPLETE A CONFLICT-FREE TIMETABLE

You will need the subject and course number or 4- or 5-digit class number to register in each course. Use Draft My Schedule to create timetables with possible alternative courses.

### STEP 4: REGISTER IN COURSES

1. On Student Center, under the 'Academics' section, click on 'Enroll in Classes'
2. Enter the class number or use 'Search for class' to find a course by subject and/or course number
3. Select the appropriate class and lab/tutorial components, if necessary.
4. Select 'Next' to add class to the 'Course Enrollment' Worksheet
5. Click on 'Proceed to Step 2 of 3' to confirm
6. Click 'Finish Enrolling'
7. Review the results for errors or warnings
8. Select 'My Class Schedule' to view course(s) successfully added

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