

ARTS
Academic
Handbook
2011-2012

ideas start here®



WATERLOO

ARTS ACADEMIC HANDBOOK 2011-2012 » ARTS.UWATERLOO.CA » UNIVERSITY OF WATERLOO



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Your new home in the Faculty of Arts

We're delighted to welcome you to the Arts community at Waterloo. We're all looking forward to meeting you and to helping you settle into your studies when you arrive on campus.

This Arts Academic Handbook is designed to help you understand your academic responsibilities; introduce you to us, your academic advisors; and provide you with the tools necessary to successfully make the transition to life at university.

This handbook is also meant to complement the *Undergraduate Calendar - Faculty of Arts*, which you're expected to read, use, and understand.

The 2011-12 Undergraduate Calendar - Online

- » Contains essential program and policy information in addition to course descriptions
- » All information is online at - ugradcalendar.uwaterloo.ca with a printable version of the Faculty of Arts chapter at - www.ucalendar.uwaterloo.ca/1112/PDFS/arts.pdf
- » Important dates (when classes start, add/drop deadlines, fee deadlines) can be found online at quest.uwaterloo.ca/undergraduate/dates.html
- » Schedule of classes: class times, rooms, instructors, and course availability

You'll find that your classroom experiences will be very different from what you were accustomed to in high school. The same will be true for the academic advising you'll receive. We'll ask you to be an active participant in this process in first year and beyond, and getting to know us is the first important step in your academic life at Waterloo.

Contact us as soon as possible in the fall to begin discussing your long-term goals, as well as to ask any questions that you may have about your fall courses, winter course selection, or the many other academic opportunities available to you.



Tips

- » **There's help available if you need it. Just ask!**
- » **Once upon a time, your professors were first year students - don't be afraid to approach them!**
- » **Don't wait until October to begin your work. Thanksgiving weekend is mid-term.**
- » **Get to know your academic advisor.**
- » **The journey is your own. All of the opportunities are here, but it's up to you to seize them; nobody else will do it for you.**

Your academic advisors

Message from the Associate Dean of Arts, Undergraduate Studies to new students, their families, and supporters

Welcome to the Faculty of Arts - your new home.

Work your hardest (and harder than you ever have before); meet your challenges head-on; seek help early if you are struggling; remember to take some time for yourself; and prepare, prepare, prepare!

Hold onto this Handbook and refer to it often. There is a lot of material in it, but I promise you it will prove useful as you make your way on this latest, exciting, and challenging part of your journey.

Meanwhile, your family and loved ones will be cheering you on from their new phase as “off-stage” helpers and advisors; but you are the one in the driver’s seat. There is a lot of assistance available to you but you’ll have to seek, and ask, to find it. Don’t be shy about getting the help and support you need.

Good luck. I know you have what it takes to succeed.

William Chesney
Associate Dean of Arts, Undergraduate Studies

There is one main Arts Undergraduate Office (PAS 2439) where every student in the Faculty of Arts is welcome. We’ll guide you to the right advisor for your entry program. We’ve listed the first year academic advisors so you can contact them for assistance but if in doubt simply contact the Arts Undergraduate Office and we’ll help you find the answers you need. Making an appointment is the best way to see an advisor, but many questions can be answered by our front desk staff, via email, or on the Arts Academic Community Forum at arts.uwaterloo.ca/arts/forum.

Arts Undergraduate Office | 519-888-4567, ext. 35870
artsadvisor@uwaterloo.ca

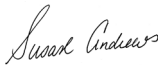
To book an appointment with your academic advisor email artsadvisor@uwaterloo.ca.



Eric Breugst



Dana Sheldrake



Susan Andrews



Devon MacDonald



Darren Charters



Mary Jane Crusoe



Donna Wright



John Arnou

Arts Undergraduate Office

519-888-4567, ext. 35870 | artsadvisor@uwaterloo.ca

To book an appointment with your academic advisor email artsadvisor@uwaterloo.ca.

First-year (Honours Arts, Arts and Business), Upper-year Liberal Studies, new Transfer Students, International Students, and Mature Student advisors



Susan Andrews

Academic Advisor;
Arts and Business Co-op
and Regular
artsadvisor@uwaterloo.ca



Dana Sheldrake

Academic Advisor;
Mature Students; Liberal Studies,
New upper-year transfer students
artsadvisor@uwaterloo.ca or
mature@uwaterloo.ca



Eric Breugst

Academic Advisor;
Liberal Studies, International,
Non-Degree/Post-Degree,
Internal Transfer
artsadvisor@uwaterloo.ca



Devon MacDonald

Academic Advisor;
Honours Arts; First Year
artsadvisor@uwaterloo.ca

School of Accounting and Finance Accounting and Financial Management

519-888-4567, ext. 36537



Carol Ann Treitz

Undergraduate Studies
Co-ordinator
ctreitz@uwaterloo.ca



Darren Charters

Undergraduate Officer
For first year academic assistance
contact the Undergraduate
Studies Co-ordinator.

Renison University College

Advising of Social Development Studies and Honours Arts students takes place at Renison.
519-888-4567, ext. 28633



Mary Jane Crusoe

Registrar, Renison University College
Honours Arts; Social Development Studies
mjcrusoe@renison.uwaterloo.ca

St. Jerome's University

St. Jerome's University
Advising of Honours Arts and Arts and Business students takes place at St. Jerome's.



Donna Wright

Academic Advisor; Honours Arts
d5wright@uwaterloo.ca
519-884-8111, ext. 28210



John Arnou

Arts and Business Co-op and Regular
jarnou@uwaterloo.ca
519-884-8111, ext. 28241



We can help students with:

- » Course Selection Advice
- » Adding/Dropping courses
- » Program and Plan Requirements
- » Academic Difficulties
- » Academic Record
- » Academic Standing Questions
- » Withdrawal Questions
- » Any questions – if we aren't the best situated to help, we'll help you find the appropriate campus resource!

Being a student in Arts – what you need to know

Instructors

Your learning experience is a joint effort – a partnership – between you and your instructor. Become acquainted with your instructor. They're concerned about your welfare in the course. Speak to your instructor during his/her office hours; ask questions; inform him/her of any concerns you may have; don't be afraid to ask for help.

Course outlines

In the first week of each class you'll receive a course outline or syllabus. This is an extremely important document. It lists everything you need to know about the class, contact information and office hours for the professor and TA, texts needed, reading and assignment due dates, exam info, and how your grade will be calculated. It's a good idea to save your outlines in one book you keep with you all the time. Record the due dates and midterm dates on your calendar, so you can see how your work will be spread across the term. The course outline (or syllabus) is your guide for the course and can be considered a contract between you and the instructor. Read the course outline as soon as you get it. If anything is unclear ask the professor to clarify.

Course realities

Workload

Full-time students normally take five courses per term. Part-time students normally take one or two courses. As a full-time student, you should consider your academic career as your full-time job. In first year you can expect that your courses will require at least one to two hours of work outside of class for every hour spent in class. This means a minimum of 30-40 hours per week for full-time students (6-18 hours per week for part-time).

The demands and expectations will increase in upper years. You'll find a notable increase in reading assignments and an increase in independent research assignments as you advance in your studies. Studying is time-consuming and to be successful, you're going to need to learn to manage your time well. Be sure to consult with your academic advisor when you need assistance, and take advantage of the University's Study Skills workshops (see Counselling Services, page 18).

Academic integrity

Academics at university can be complex. Correctly citing the ideas and words of others, ensuring that group work is undertaken responsibly and that the division of labour and degree of collaboration is within the boundaries prescribed by the instructor, and other aspects of academic integrity may be unfamiliar, and will certainly require more attention and care than what you were accustomed to in high school.

In courses requiring essay assignments or written reports, be sure that you understand what plagiarism is and how to avoid it (ask your instructor for guidance). In courses requiring statistical assignments or similar exercises, be sure that you fully understand the instructor's expectations regarding appropriate assignment preparation; again, ask if you have any questions or if anything is unclear. Be aware that different courses and different instructors may have different expectations about the level of collaboration (teamwork) that may be acceptable. Unless you're told otherwise by the instructor, you should assume that you're supposed to produce your work independently.

arts.uwaterloo.ca/arts/current-undergraduates/academic-responsibility

Tests and exams

As a general rule, course instructors provide review information and instructions prior to tests and examinations. If you're not entirely certain of what will be required of you, ask the instructor for further clarification. If the course is one involving multiple-choice testing, and you have not had prior experience with this form of assessment, ask the instructor for guidance or attend a Study Skills workshop on exam preparation.



Your grades should not come as a “shock” at the end of the term. You must track your assignment and test results as the term progresses and review throughout the term in preparation for the exam. A 65% average is the minimum needed to continue studies in Arts, and many programs require higher averages. So, don't wait, if you're receiving less than a 65% in your courses – speak with your professors and academic advisor to discuss your options.

Academic realities

Your academic standing

At the end of each term, after grades are finalized, your “academic standing” will be posted in Quest on your unofficial transcript. This is how you know your status within your program and faculty. Your academic standing is determined based on your program of study, the grades you receive, and your academic average. **Excellent, Good, Satisfactory** are good things to see. *Anything* else, such as **Conditional** (meaning immediate improvement needed), contact your academic advisor to discuss your options.

Dean’s Honours List

The Dean’s Honours List was created to recognize outstanding academic achievement within the Faculty of Arts. To be eligible for the DHL you:

- » must be a Faculty of Arts degree student,
- » must have completed a minimum of five University of Waterloo academic course units (10 courses) which count in your cumulative average,
- » must have a cumulative overall average of 83% or higher,
- » must not have any NMRs (no mark recorded) on your transcript

If you receive a Dean’s Honours List standing, it will appear on your transcript and students who graduate with the Dean’s Honours List will have it noted on their diplomas.

Transfer credit

Students may have transfer credit from their IB, A-level or AP work done in high school, from another university or college, from another faculty at Waterloo or even within the faculty itself – there are many possible sources. Transfer credit can be used towards the total number of courses needed for your degree, the BA Breadth Requirements and major requirements.

While the Undergraduate Calendar – ugradcalendar.uwaterloo.ca/default.aspx?pageID=10366 gives the big picture of how transfer credit works in Arts at Waterloo, everyone has a slightly different situation and regulations differ for IB/A-level/AP students and students from another university or college – contact your academic advisor and double check that you understand how to apply your specific credits to your degree requirements.

English Language Proficiency Exam (ELPE) – all Faculty of Arts students

The English Language Proficiency Examination (ELPE) is a degree requirement and requires students to write a 300-500 word impromptu essay in 50 minutes. There are no exemptions for this requirement. Students are asked to respond to topical issues. **How well students write is much more important than how much they write.** All University of Waterloo undergraduate students are required to write and pass the examination.

The ELPE Milestone is recorded on your unofficial transcript in Quest. After you've written the ELPE, check to make sure that your "English Proficiency - Milestone Status" is listed as "completed". If it's not mentioned, you may not have passed the ELPE. Typically it takes 6 weeks for results to be posted. Extended Learning students should check the Extended Learning website (dce.uwaterloo.ca) under "Arts Regulations" for ELPE information.

Arts ELPE requirement:

- » **Grade:** 65; (marked pass/fail)
- » **Time Requirement:** all students must write the ELPE by end of 1B (or completion of 10 courses) and must pass the ELPE by the end of 2B
- » Future registration will be prevented without successful completion of the ELPE requirement.

Options for students who do not pass the ELPE: **ARTS 101 with a grade of 65%; passing the Writing Centre program; by permission only: the successful completion of ESL 102R, ENGL 129R or 140R.**
elpp.uwaterloo.ca



Hint

Different subjects may require different writing styles and a different approach to assignments. Don't assume that what you did in high school will be appropriate at university. Review your course outlines carefully and ask your instructor or the teaching assistant for each course what their expectations will be.



STOP!

If a particular academic advisor is assisting you, please direct all information and requests to that particular academic advisor. Re-directing questions to another academic advisor will lead to confusion, duplication of work, and poor service. Your co-operation is greatly appreciated!

BA breadth requirements

All Bachelor of Arts (BA) students must meet the BA Breadth Requirements:

AREAS	UNITS	SUBJECTS	YOUR COURSES
Fine, Performing, & Communication Arts	0.5 unit	DAC, DRAMA, FINE, MUSIC, SPCOM, VCULT	1. _____
Humanities	1.0 unit	CLAS, ENGL, HIST, MEDVL, PHIL, RS	1. _____ 2. _____
Languages and Cultures	1.0 unit	CHINA, CROAT, DUTCH, EASIA, FR, GER, GRK, ITAL, ITALST, JAPAN, JS, KOREA, LAT, POLSH, PORT, REES, RUSS, SI, SPAN See Note 3 below.	1. _____ 2. _____
Social Sciences	2.0 unit	ANTH, ECON, GEOG, INTTS, ISS, PSCI, PSYCH, SOC See Note 1 below.	1. _____ 2. _____ 3. _____ 4. _____
Transdisciplinary Studies	0.5 unit	AFM, APPLS, ARBUS, ARTS, CMW, HRM, HUMSC, INTST, LS, NATST, PACS, SMF, SOCWK, SPD, WS Also any course taken in another Waterloo Faculty. See Note 4 below.	1. _____

*If you have received transfer credit in these subject areas, you may apply it toward these requirements. For example, PSYCH 1XX would be applied to the "Social Sciences" area.

NOTES:

1. No more than two courses (1.0 unit) in the same discipline may count towards the Social Sciences requirement.
2. Cross-listed courses may be designated to fulfill any **one** requirement. For example, a student registered in PACS 203/HIST 232 may receive credit for **either** the Transdisciplinary Studies requirement **or** the Humanities requirement, but not for both. Where the credit is applied depends on the rubric under which the student registers; if, subsequent to registration in the course, the student wishes to have credit applied to the other (cross-listed) rubric instead, s/he may petition the Examinations and Standings Committee (see under "Examinations and Standings").
3. Students enrolled in the Rhetoric and Professional Writing plan offered by the English Department must take two language courses (i.e., culture courses taught in English will not fulfill the requirement for these students). RPW students may take two courses in different languages.
4. Because PD courses are not regular academic courses, they do not fulfill any of the breadth requirements.

The Undergraduate Calendar is the official listing of degree requirements. ugradcalendar.uwaterloo.ca

Your rights and responsibilities

It's important to know the rules and guidelines that govern the University. As a new student, Policies 19, 70, 71 and 72 impact you the most. Below are brief summaries. The full text can be found on the Secretariat website.

Policy 19 (Access to and Release of Student Information) protects your privacy – it stipulates who at the university has access, what information can and cannot be provided, what information needs your permission for release, and what is considered to be a matter of public record. Information regarding your record or academic status WILL NOT be provided to nor discussed with anyone else, including your parents, without your written permission.

Policy 70 (Petitions and Grievances) governs how students' academic and non-academic petitions and grievances are handled.

Policy 71 (Student Discipline) describes different types of academic offences (cheating, violation of safety regulations in a lab or classroom, plagiarism, unethical behaviour, as well as the consequences of such academic offences.

secretariat.uwaterloo.ca/guidelines/penaltyguidelines.htm

Policy 72 (Student Appeals) describes how students can appeal academic or non-academic decisions made under Policies 70 or 71.

www.adm.uwaterloo.ca/infosec/Policies/Policies_index.htm

Fair treatment

One of the fundamental values at Waterloo is respect among all members of our campus community. If you feel that you're being treated unfairly by a professor or an instructor, there's a process in place for your protection. You should make an appointment to discuss your situation with the Chair or Director of the professor's home department or school. These individuals are in the best position to help. If the matter cannot be resolved at that level, you would then discuss the situation with the Associate Dean, Undergraduate Studies. There's also a Student Resource Office on campus. This office provides an impartial, independent and objective service to all members of the University community. This office deals with both academic and non-academic situations by investigating complaints, mediating disputes, and offering options to those seeking assistance.

Student Resource Office
studentresourceoffice.uwaterloo.ca
sroffice@uwaterloo.ca
519-888-4567, ext. 32402

Conflict Management and Human Rights Office

The Conflict Management and Human Rights Office acts as a focal point and resource for all members of the University community regarding matters of harassment, discrimination, and other general forms of conflict.

519-888-4567, ext. 35671

www.adm.uwaterloo.ca/infocmahro

Complaints

If you have concerns about course procedures, grading decisions, and the like, these complaints can generally be addressed by speaking with your instructor. Your academic advisor can offer help and advice as well. Your academic advisor may suggest that you also consult the Chair of the department. If you believe that an item of your coursework has been graded inappropriately, you may ask for a reassessment of the work (i.e., appeal the grade). The Faculty of Arts and its departments have specific procedures for handling grade appeals outlined in Policy 70. Your academic advisor, department advisor, or department Chair can offer you guidance.

Grievances

A grievance is a situation where you believe you have been treated unfairly. If informal resolution of a complaint does not succeed, you may proceed under Policy 70 and ask the Associate Dean, Undergraduate Studies, to conduct a Formal Review of your grievance. If you find yourself facing a final examination which has been scheduled in a way that breaches Waterloo's Examination Regulations, contact the Registrar's Office immediately. If you're being bothered by inappropriate email messages or by other abuses of electronic resources, contact the Associate Dean of Arts for Computing or the Manager of the Arts Computing Office for assistance.

Petitions

Petitions are for exceptions to or relief from the normal academic regulations of the Faculty of Arts. For example, illness or extenuating personal circumstances might affect your progress during the term, or your ability to write a test or exam. You'll need to get the appropriate official, signed documentation (Health Services, family doctor, counsellor, or funeral director) to verify the situation. For illness, only the Waterloo Verification of Illness form is accepted; your doctor or clinic can easily download the form and fill it out.

You should NOT write an exam or test if you are so sick or under such duress that it can be verifiably shown that it impacts your studies and performance.

Consult your academic advisor if you have a matter that you feel may warrant a petition. S/he will be able to assist you with the process of filling out the form and documenting your situation. Decisions are made at weekly meetings of the Arts Examinations and Standings Committee.

How do I... ?

Add or drop a course...

Courses may be added and dropped using Quest. To add a course, ensure that the course fits your schedule, that it has space available, and that you're eligible to take it (refer to the Undergraduate Calendar for prerequisites). Space availability in all courses can be checked on the Schedule of Classes at: www.adm.uwaterloo.ca/infocour/CIR/SA/under.html

If a course is full, you must get signed in by the professor with a Course Override Form, provided they're willing and able to expand the course. If the course is in time-conflict with another, you must get the signature of the professor whose class you plan to miss, if the professor is in agreement.

Deadlines for dropping and adding courses...

You must keep yourself informed of add and drop deadlines. It's a good idea to add them to your daytimer/calendar. See Course Add/Drop Deadlines and applicable penalties on the "Important Dates" page in Quest: quest.uwaterloo.ca/undergraduate/dates.html

Within the guidelines set out by the Faculty, you may make adjustments to your class schedule. Prior to or during the first **two** weeks of each term, you may **add** courses to your schedule. Prior to or during the first **three** weeks of each term, you may **drop** courses from your schedule without penalty. After the third week, you'll need to be sure you understand the academic consequences in making changes to your schedule. There could also be consequences quite separate from academics. Therefore it's important to contact other campus departments as applicable to your situation, such as Housing or Student Awards (funding).

Contact your academic advisor before you change your schedule. There are several different penalty periods for dropping courses during the term and your academic advisor can help you make the appropriate academic choices.



Tip

First year students sometimes assume that all they need to do, in order to drop a course, is to stop attending. This is a serious mistake with serious consequences! The course and the failing grade will remain on your academic record if you do not drop it properly on Quest.

Withdraw from a term...

In most cases you can withdraw from the term by dropping all of your courses on Quest. However depending on when you do this in the term, specific penalties may apply. Contact your academic advisor prior to withdrawing from the term to seek their advice and to discuss possible implications surrounding this important decision. See Course Add/Drop Deadlines and applicable penalties on the “Important Dates” page in Quest: quest.uwaterloo.ca/undergraduate/dates.html

Enrol in my classes...

(You get 3 chances – Pre-enrolment / Enrolment appointment / Open Enrolment)

Register for the upcoming Winter term, pre-enrol for Spring term

In your Fall term you'll have two chances to register for your Winter term and one chance to pre-enrol for your Spring term.

1. The **first** (and best) chance to register for Winter is during your “**Enrolment appointment**”, your three day window when Quest will only work for you and a few other students. These dates are posted in your Quest account about one month into the term, and are scheduled for the week of October 10, 2011.

For example: This term, your Winter enrolment appointment will be posted in your account during the last week of September. Your appointment dates will occur sometime in October. As you complete more courses, your enrolment appointment will occur earlier and earlier each term.

2. The **second** chance to register for Winter is during “**Open Enrolment**” which begins on October 17, 2011. If you miss your appointment, or want to adjust your courses, you'll have to wait until then. Quest will work for everyone during this time.
3. After your Winter enrolment appointment, you'll be emailed and asked to “**pre-enrol**” in Spring courses. You may study during this term if you so choose. The “pre-enrolment” period lasts for one week, and is open for everyone, each day of that week. No details about the class will be available; this is simply your chance to tell the university your *ideal* course selections, including your preference for day, evening or distance education. If possible, you'll be enrolled in your choices. If it's not possible, or if you change your mind, you'll still have your enrolment appointment and the open enrolment period to make selections. The same process will be used for your Fall term courses.

Declare a major...

This is usually done in March near the end of your first academic year. Arts and Business students must declare an honours major at that time but first-year Honours Arts students **can declare a major or continue in Liberal Studies** if they have not yet decided. You're strongly encouraged to consult

your academic advisor, the major advisor, and the undergraduate calendar for program averages and course requirements to see if you're eligible to declare your desired major. Decisions are usually made once winter term grades are available (usually mid to late April). If approved, the Registrar's Office will then change your plan on Quest. You will not see that your plan has been changed until you have course registrations for the coming term.

Note: *Accounting and Financial Management and Social Development Studies students were admitted directly to their major.*

Declare a minor, specialization, interdisciplinary program, or option...

There are a variety of plans that can be combined with your major in the Faculty of Arts. If you wish to declare a minor, specialization, interdisciplinary program, or an option, speak to your academic advisor and complete a **Plan Modification Form**. This can be done anytime after year 1 and can be approved immediately, providing you have two courses in your chosen subject area.

Switch from regular to co-op...or...co-op to regular

Admission to co-op is dependent on your academic performance and the availability of space in your requested co-op program, including departmental co-operative programs which begin in second year. Transferring to Accounting and Financial Management is extremely difficult. Regular to co-op switches in Arts and Business are possible but and can only be considered at the end of first year. Switching from co-op to regular is a relatively straight forward process. In any case, your first step should always be to speak to your academic advisor. Bring a completed **Plan Modification Form** with you and save time.

Take a course at Waterloo during the Spring Term or a work term...

Students in a regular program are free to take courses during the spring term - which follows the same pattern as the fall and winter terms (add dates, drop dates, etc.). A Quest appointment will be assigned. Check your Quest account for your specific 3-day appointment. Co-op students are permitted to take one course (on-campus or by distance education) while registered on a work term. Spring courses count in your average - just the same as any other term so, be sure you have enough time to devote to these courses. Speak to your academic advisor to discuss whether taking a course during the Spring Term or on a work term would be the best for *your* academic situation.

Take a course at another university during the summer or on a work term...

This requires a Letter of Permission Form to ensure you can apply the courses to your Waterloo degree. A Letter of Permission course is treated as a transfer credit and the grade does not count in any Waterloo academic average, however a grade of 60% must be attained in order to transfer the course to Waterloo. It's important to note that letters of permission are not normally granted to students in conditional standing or on academic probation. Contact

your academic advisor to discuss possible implications of taking a course at another university and to review the course description of the intended course with them.

Take a course at Wilfrid Laurier University (WLU)...

Undergraduate students enrolled in a degree program at Waterloo may take advantage of courses offered by Wilfrid Laurier University (WLU) through a process called cross-registration. Waterloo students who are registered in an academic plan or option that routinely uses courses at WLU will be able to enrol in those courses via Quest. Students in other plans, or who wish to cross-register in other courses, must carefully follow the instructions on the cross registration form (registrar.uwaterloo.ca/forms/CrossRegn.pdf) before submitting their request to the Registrar's Office. Post- and Non-degree students are normally not eligible to enrol and should consult with the Registrar's Office before proceeding. All cross-registration requests are subject to the approval of the student's academic advisor and space availability. Normally, approval will not be given to requests where the equivalent course is available here at Waterloo.

Students must pay all fees at Waterloo regardless of the number of courses taken by cross-registration. The prerequisites for courses and grading system of WLU apply. Grades are reported to Waterloo based on the WLU grading system and are combined with the results of the student's other courses to complete his/her academic record. A student's overall academic standing is determined solely by Waterloo. For the vast majority of students within the Faculty of Arts, courses taken at WLU will be treated like Letter of Permission courses.

Regulations concerning the dates for adding or dropping a course as well as petitions for Waterloo cross-registered students are governed by the University of Waterloo. **Students should be careful to note the grading system, drop/add deadlines, and examination schedules of each university as they may not coincide.** Detailed instructions are available on the cross-registration form.

Find a form...

The Registrar's Office has all of their forms available online in PDF format. Simply print out the form you need. The Arts Undergraduate Office also has paper copies of a limited number of forms.
registrar.uwaterloo.ca/forms/index.html

Find out more about international exchanges...

We enthusiastically encourage academic exchanges abroad (typically in 3rd year), where you can study in a foreign country for up to one year while working towards your degree at Waterloo. The University of Waterloo has exchange agreements with numerous universities in locations such as Australia, France, Germany, Hong Kong, and the UK. Everything you need to know, including eligibility, financing, how to apply, and a list of partner institutions, is available on our website.

arts.uwaterloo.ca/arts/current-undergraduates/exchanges

Get an on-campus, part-time job...

There are more than 1,200 part-time jobs available on campus each year. Career Services is a great place to begin your search – they have job postings, workshops, and one-on-one appointments to support your employment search. The Student Awards Office posts “work/study positions” for students collecting OSAP. safa.uwaterloo.ca/workprograms/index.html You can also approach individual professors about work opportunities as a lab or field researcher.

Get my computer account – email, web space, Nexus

ARTS COMPUTING OFFICE HELP DESK

The Arts Computing Office Help Desk offers a variety of useful services, including maintaining the Arts computing labs, solving software and hardware related issues, and dealing with computer account related problems.

Arts Computing Office (ACO) Help Desk, PAS 1077

9:00 am – 4:30 pm Monday to Friday

acohelp@uwaterloo.ca

519-888-4567, ext. 33190

For detailed information, instructions, and computing help visit

arts.uwaterloo.ca/aco

All Faculty of Arts students will have access to a Waterloo email account, a Nexus computing account, printing services, and computer labs in Arts and across campus. You'll need your Quest/WatIAM password (two names for the same password) to activate your email and Nexus (computer lab) accounts.

EMAIL ACCOUNT

Your email address will be your userid@mailservices.uwaterloo.ca and your password is the same as your Quest/WatIAM password. If you change your Quest/WatIAM password then your email (mailservices) password changes as well. The only way to change your mailservices password is to change your **WatIAM** password.

NEXUS ACCOUNT

You're entitled to set up a Nexus account which will allow you to use Windows workstations across campus. Other useful services available with your Nexus account are email access, personal web space, and UNIX access. First, you need **to set up a Nexus account**, which can be done at any Nexus computer, including any of the **labs in Arts** (PAS 1080, 1098, and 1237 or HH 236) or online from any computer with internet access.

ATTENTION: *The University will use your new Waterloo email account to keep in touch with you. You must activate this account. You may forward your Waterloo account to an alternate email address, however, it is your responsibility to keep your email account up-to-date at all times.*

Additional resources and services

The Registrar's Office

The Registrar's Office, on the second floor of Needles Hall, plays an important role in your academic life here at Waterloo. In addition to being the keeper of your official transcripts, they house the Student Awards Office and the Quest Help Desk. They process grades as well as receiving course override forms, notice of withdrawal forms, change of name forms, Letter of Permission forms and so on. Visit their website: registrar.uwaterloo.ca.

You can use this site to:

- » access Student Awards & Financial Aid information
- » access our online forms
- » view the final examination schedule, changes, and conflicts
- » order an official transcript
- » find out all you need to know about convocation

The Finance Office

Fee statements are available on Quest; they are not mailed to you. Email notices to check your Quest account for your fees will be sent to your Waterloo email address. Detailed information about fee payments, tuition due dates, and fee arrangements can be found at adm.uwaterloo.ca/infofin/students/Payment.html.

Scholarships, awards, and bursaries

The Student Awards & Financial Aid Office grants numerous undergraduate scholarships and awards. Some of these awards are intended for Arts students or students in specific Faculty of Arts programs. Some are granted automatically, based on year-end grades, while others require an application form to be completed. The Student Awards & Financial Aid Office also administers numerous undergraduate bursary funds. Bursaries are based primarily on financial need but may include other selection criteria as well. The website lists complete information on all financial aid available in the Faculty of Arts and at Waterloo. safa.uwaterloo.ca

Co-operative Education and the Centre for Career Action

If you're a co-op student in Arts, you'll spend your first three (possibly 4) academic terms on campus. Your first work terms will begin sometime during your second year. You'll also take your first Professional Development (PD) course (PD-1) in second year. PD courses are a component of all co-op programs in Arts, and four PD courses must be completed in order to meet degree requirements. The remaining three PD courses are completed online, normally during co-op work terms. You'll be able to choose amongst courses in Critical Reflection & Report Writing, Communication, Teamwork, Conflict Resolution, Project Management, and Problem Solving. All students, both co-op and regular, seeking summer work are welcome to visit the Centre

for Career Action. They have opportunities posted for part-time, full-time, contract, and permanent employment. The Centre for Career Action also offers career education and related support through workshops, events, individual appointments, and print and web resources. Visit them to learn about résumé and cover letter writing, effective job search techniques, interview skills, and career focus.

Course Evaluations and Distinguished Teaching Awards

Each course is evaluated by students through the Faculty of Arts Course Evaluation Questionnaire and the resulting data are treated very seriously. The Questionnaire provides you with the opportunity to give confidential, anonymous feedback about your course content, quality, delivery, and evaluation. Your involvement in the course evaluation process is critical – you are in the best position to judge what is working and what is not in your specific courses. Besides helping to improve courses, these evaluations assist the department chairs in their decisions concerning promotions and salaries. The Course Evaluation Questionnaire also asks whether a particular professor should be considered for a Distinguished Teacher Award (DTA) nomination. These awards are a recognition of the importance of excellence in teaching at all levels in the University. Nominations for the DTA are fiercely competitive and only the best of the best have a chance to receive this award. The nomination deadline is normally in early February. Your professors take great pride in being able to provide interesting, relevant courses. Many routinely attend seminars and workshops to improve their teaching technique and examine alternative ways of delivering course material. Most professors value constructive criticism and we hope that when the time comes, you'll participate in the Course Evaluation Questionnaire.

DISTINGUISHED TEACHER AWARD

trace.uwaterloo.ca/teaching_awards_and_grants/index.html

Office for Persons with Disabilities

The Office for Persons with Disabilities provides information, resources, and support to all students with disabilities or special needs. They can assist with providing note taking services, peer support programs, text books in alternate formats, specialized technical equipment, alternate exam arrangements, campus accessibility maps and information, campus transportation services, counselling, learning assistance, and assessment. In order to access the services of the Office for Persons with Disabilities, you'll need to provide documentation relating to your disability. If you don't have documentation, you can make arrangements to obtain it through the office.

studentservices.uwaterloo.ca/disabilities

Counselling Services

Counselling Services offers individual counselling for students who may be encountering problems that affect their lives. Counselling Services provides a variety of study skills workshops each term and individual study skills strategy counselling is available. You're encouraged to sign up for their many workshops. Individual counselling is also available for students encountering personal problems and needing confidential assistance. For academic counselling please see your academic advisor.

counsellingservices.uwaterloo.ca

Federation of Students

The "Feds", your student government, provides a wide variety of valuable student support and services, including the Waterloo Sustainability Project, Off-Campus Dons, the Campus Response Team, the Safety Van, the Used Bookstore, and the Federation Xpress variety store. **feds.ca**

Health Services

Health Services provides on-site family physicians for all registered students. Urgent care/first aid is provided for all University of Waterloo employees and visitors. The clinic staffs physicians, nurses, and counsellors.

healthservices.uwaterloo.ca

University libraries

The Dana Porter Library and the Davis Centre Library are the largest of the ten libraries on campus. Arts students make frequent use of the Dana Porter Library, but all libraries are open to you. Library Orientation Tours are available to introduce you to the full range of services (many are also online) and holdings in each Library. Each Library provides ample desk and table space for quiet study, reading, and research. Students with disabilities should be aware that the two main Libraries also house Accessibility Centres. **lib.uwaterloo.ca**

Housing/Residence Office

If you have questions about housing at Waterloo, the Waterloo Residences Office is open 8:30 am to 4:30 pm, Monday to Friday and is conveniently located on the lower level of the Student Life Centre. 519-888-4567, ext. 32679, **housing@uwaterloo.ca**.

Important dates

2011-2012

	FALL 2011	WINTER 2012	SPRING 2012
Pre-Enrollment Course Selection Week	Feb. 28-March 6	June 20-26, 2011	Oct. 24-30, 2011
Class Enrollment appointments posted in Quest	May 10	Sept. 13, 2011	Jan. 10, 2011
Class Enrollment appointments If you miss your appointment, you must wait until Open Class Enrollment to select your courses.	June 6-11	Oct. 10-15, 2011	Feb. 6-11
Open Class Enrollment begins	July 25	Oct. 17, 2011	Feb. 13
Fees Due Date: certified cheque/money order/promissory note (fee arrangement).	Aug. 29	Dec. 19, 2011	Apr. 24
Late fees begin: certified cheque/ money order/promissory note (fee arrangement)	Aug. 30	Dec. 20, 2011	Apr. 25
University holiday: Labour Day	Sept. 5	n/a	n/a
Orientation week for students enrolling for the first time at Waterloo	Sept. 5-10	n/a	n/a
First day to pick up OSAP funding for the term	Sept. 6	Jan. 3	May 1
Fees Due Date: bank payment, or Travelex international wire transfer	Sept. 7	Dec. 28, 2011	Apr. 27
Late fees begin: bank payment, or Travelex international wire transfer	Sept. 8	Dec. 29, 2011	Apr. 28
University holidays: New Year's	n/a	Jan. 1-2	n/a
Lectures begin	Sept. 12	Jan. 3	May 1
Open Class Enrollment ends	Sept. 23	Jan. 16	May 14
Final Date for Fee Arrangements Tuition fees or arrangements not accepted after this date. The academic records of students who have not paid for the term will be deleted.	Sept. 30	Jan. 31	May 31
Drop, No Penalty Period ends	Sept. 30	Jan. 23	May 21
Deadline to drop or withdraw from courses with 100% tuition refund	Sept. 30	Jan. 23	May 22
Drop, Penalty 1 Period begins WD grade assigned (no credit granted) for course(s) dropped during this period.	Oct. 1	Jan. 24	May 22
University holiday: Victoria Day	n/a	n/a	May 21
University holiday: Thanksgiving Day	Oct. 10	n/a	n/a
Deadline for 50% tuition refund	Oct. 28	Feb. 20	June 19
University holiday: Family Day	n/a	Feb. 20	n/a

	FALL 2011	WINTER 2012	SPRING 2012
Reading week	n/a	Feb. 20-24	n/a
Drop, Penalty 1 Period ends Last day to receive a WD grade (no credit granted) for course(s) dropped.	Nov. 18	Mar. 12	July 9
Drop, Penalty 2 Period begins WF grade assigned (value 32) for course(s) dropped.	Nov. 19	Mar. 13	July 10
University holiday: Canada Day	n/a	n/a	July 2
Lectures end	Dec. 5	Apr. 2	July 25
Pre-Examination Study Days	Dec. 6, 7	Apr. 3-8	July 26-29
University holiday: Civic Holiday	n/a	n/a	Aug. 6
Drop, Penalty 2 Period ends Last day to drop a course without a petition.	Dec. 7	Apr. 6	July 29
English Language Proficiency Exam (ELPE) in the PAC	Dec. 7	Apr. 5	n/a
On-Campus examinations begin	Dec. 8	Apr. 9	July 30
Online Class examination days	Dec. 9-10	Apr. 13-14	Aug. 3-4
On-Campus examinations end	Dec. 22	Apr. 21	Aug. 10
University holiday: Good Friday	n/a	Apr. 6	n/a
Unofficial Grades begin to appear in Quest	Dec. 23	Apr. 23	Aug. 13
University holidays: Christmas	Dec. 24-31	n/a	n/a
Standings and Official Grades available in Quest	Jan. 23	May 22	Sept. 17

**ARTS UNDERGRADUATE OFFICE
PAS 2439**

**UNIVERSITY OF
WATERLOO**

PARKING INDEX

- VISITOR PARKING**
 All Day, Every Day
C, N, W, X \$5 per day - pay and display
M, R \$5 free on weekends
M, R \$15 free on weekends with \$10 deposit on entry. Deposit reduce throughout day. After
H 3 pm and weekends: \$3 coin entry
H \$4 pay and display
D Weekdays: \$2 per hour up to daily
D Weekends: \$5. After 5 pm and weekends: \$3 coin entry
P \$4 coin entry for St. Jerome's University, Renison University College and St. Paul's University College. \$1 per hour up to a \$4 maximum at Conrad Grebel University College
OW \$3 coin exit
J, S, V \$3 pay and display. Pay in lot 5
CL, UWP \$3 pay and display
AFTER 4 PM AND WEEKENDS
A, B, EC, M, R \$3 coin entry

- PERMIT PARKING**
Faculty and Staff A, B, H, K, L, M, O, R, T, X
Permit C, J, S, V must be obtained after 4:30 pm with valid Faculty/Staff Permit
MOTORCYCLES
 Purchase a term or day pass from Parking Services in a GRT building for use at motorcycle pads
ACCESSIBLE PARKING
 Accessible parking for persons with disabilities in most lots. For details visit: parking.uwaterloo.ca

- SHORT-TERM PARKING**
 Fifteen minute parking is available on the lots of the Faculty of Engineering, G. H. Hall and William G. Davis Centre for Research Centre. Meter parking is available. visit the Parking website for locations at: parking.uwaterloo.ca
WATCARD PAYMENT
 Available at Lot C, N, W, X, M, UWP

**LEGEND
PARKING**

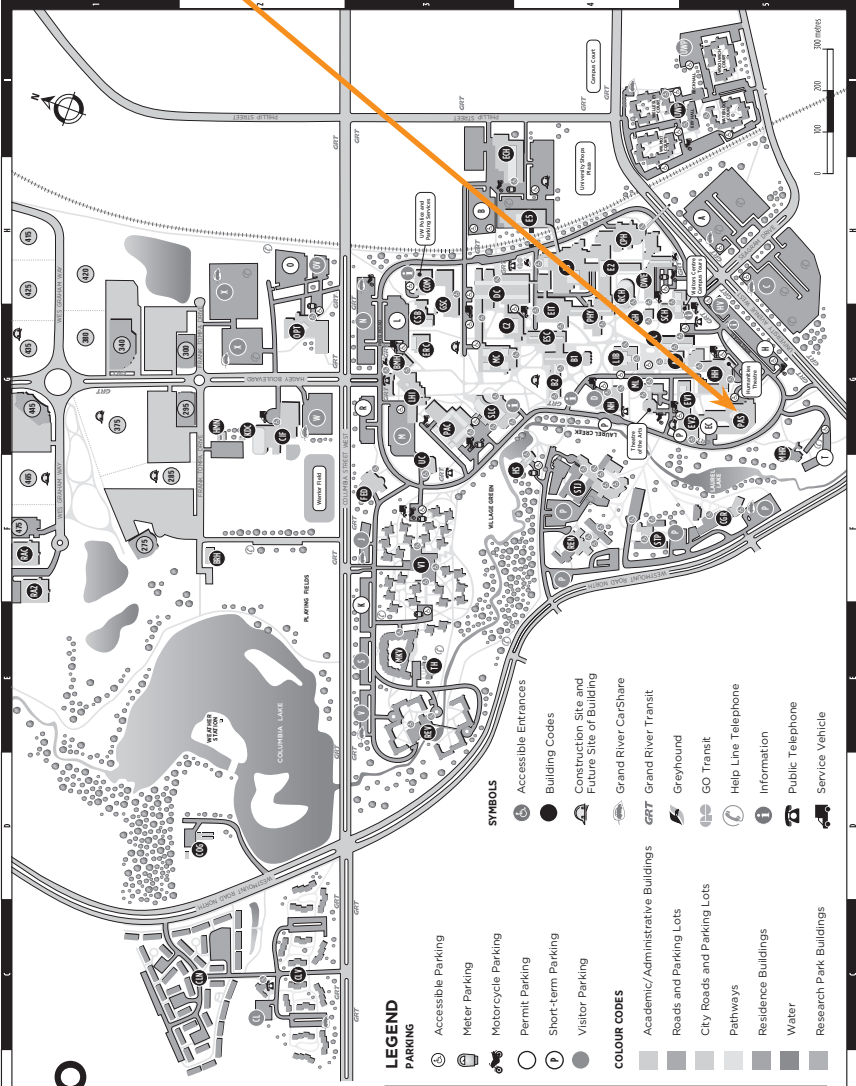
- Accessible Parking
- Meter Parking
- Motorcycle Parking
- Permit Parking
- Short-term Parking
- Visitor Parking

COLOUR CODES

- Academic/Administrative Buildings
- Roads and Parking Lots
- City Roads and Parking Lots
- Pathways
- Residence Buildings
- Water
- Research Park Buildings

SYMBOLS

- Accessible Entrances
- Building Codes
- Construction Site and Future Site of Building
- Grand River CarShare
- Grand River Transit
- Greyhound
- GO Transit
- Help Line Telephone
- Information
- Public Telephone
- Service Vehicle



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DESIGN: CREATIVE SERVICES, UNIVERSITY OF WATERLOO

EDITORIAL: S. BROMLEY, UNIVERSITY OF WATERLOO 00087

