

Registration Guide

2015-2016



Brescia Registration Guide

Welcome to the 2015-2016 Brescia Student Registration Guide. This guide will provide you with all the information you need to register for your courses for the 2015-16 Fall/Winter term. We hope that this guide will be a valuable tool in your course selection, timetable creation, and online course registration.

Should you have any questions at any time, please don't hesitate to contact one of us in Academic Advising.

All the best for the Academic Year!

2015-2016 Brescia Timetable

The Brescia timetable can be found on the Brescia website at www.brescia.uwo.ca under "Academics" – "Register for Classes". Before registering for your courses, we suggest that you check the online Brescia timetable for the most up-to-date version. For non-Brescia courses, please check the online Western timetable, which includes Brescia, Huron, King's and Western courses.

Online Brescia Timetable

<http://brescia.uwo.ca/academics/register-for-classes/fall-winter-registration/>

Online Western Timetable

http://www.registrar.uwo.ca/course_enrollment/timetables.html

Contact Information

Registrar's Office

Phone: 519.858.5151
Email: brescia@uwo.ca

Fee Inquiries

Deb Van Belois, Business Office
Phone: 519.432.8353
Ext. 28308
Email: business@uwo.ca

OSAP/Bursary Inquiries

Jessica Patterson, Financial Aid Officer
Phone: 519.432.8353 Ext. 28382
Email: brfinaid@uwo.ca

Registration Hotline:

519.432.8353 ext. 20113
Available Monday-Friday
8:30am-3:30pm
brescia.hotline@uwo.ca

Important Dates

Summer Orientation Days (for new Brescia students)

101 Students (current Ontario High School Students)	105 Students (all other applicants)
June 16 th	June 19 th
June 18 th	July 2 nd
June 23 th	July 7 rd
June 24 th	July 8 th
June 30 th	July 13 th
July 8 th	
July 9 th	

Registration and Fee Payment Dates

June 13	Registration opens for students entering Year 1
June 22-25	Registration opens for students entering Year 4
July 6-9	Registration opens for students entering Year 3
July 14-17	Registration opens for students entering Year 2
July 24	Priorities Lift; Students can add courses listed with a Priority To....
August 17	First Installment of Tuition Fees Due
September 10	First Day of Classes
September 18	Last Day to Add First Term and Full Year Courses
September 18	Web Registration Closes



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Important things to remember



Tips to help you along the way



Warnings and things to watch out for

SECTION #1: ACADEMICS



Academic Programs & Degree Options

There are three undergraduate degrees available:

Honors Bachelor Degree 20.0 full or equivalent credits	Bachelor Degree (Four Year) 20.0 full or equivalent credits	Bachelor Degree (Three Year) 15.0 full or equivalent courses
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Modules Include:

- 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)

Brescia students may select from a number of modules offered through departments at Brescia. Students may also combine their Brescia modules with programs available at Western, King's or Huron.

For a complete listing of available Brescia modules, please visit:

<http://brescia.uwo.ca/academics/undergraduate/index.html>

Contact your Academic Advisor for questions regarding module availability and requirements

For Returning Students: Adjudications Process and Decisions

Adjudication is the process by which returning students are assessed for the program(s) they requested during Intent to Register. Adjudication occurred in May after final exams and will happen again in August for students who are taking summer courses.

To review your Adjudication Decision: To view your Academic Record online, login to your Student Center at <https://student.uwo.ca> and click on **Academic Record – View My Grades** to view your latest grades and report comments. This typically takes place during the first few weeks of June.

How to Register for Your Courses

Your Step-by-Step Guide to Course Registration

YEAR 1 STUDENTS

RETURNING STUDENTS

<p>STEP #1: Activate and Check your Western E-mail All students are assigned a computer account or “Western Identity” which is used for receiving e-mails from University Departments, accessing the library system and for registering for courses.</p> <p>To activate visit www.uwo.ca/its/identity and select “Activate Your Identity”. Use your Student Number and Access Code</p>	<p>STEP #1: Prepare for Registration Check your Academic Record to review your report comments. Log into Student Center under “Grades” click on “View my Grade Report”.</p> <p>Access your appointment time/date by logging into your Student Center site at https://student.uwo.ca and clicking on “enrollment date”. Your appointment time/date is your earliest time/date for web registration.</p>
<p>STEP #2: Attend Summer Orientation Attend one of our Summer Orientation Days register online at: http://brescia.uwo.ca/admissions/accepted-students/orientation/</p>	<p>STEP #2: Select Your Courses</p> <ul style="list-style-type: none"> All full time students may enroll in a maximum of 5.0 credits. (Please note full-time fees are assessed for 3.5 to 5.0 courses) All part time students may enroll in a maximum of 3.0 credits. As an upper year student, you will need to select both required and elective (optional) courses.
<p>STEP #3: Select Your Courses</p> <ul style="list-style-type: none"> All full time students may enroll in a maximum of 5.0 credits. All part time students may enroll in a maximum of 3.0 credits. As a first year student, you will select courses numbered 0001-1999. The only exception to this is if you have received Special Permission to enroll in an upper year course. Eg. A French placement test has determined you should enroll in French 2900. Preliminary Year Students must select five courses (totaling 5.0 credits) from the list of Preliminary Year courses (see page 9). 	<p>STEP #3: Plan Your Timetable See Course Planning Instructions on page 16</p>
<p>STEP #4: Plan Your Timetable See Course Planning Instructions on page 16</p>	<p>STEP #4: Register for Your Courses ON THE WEB Sign in to your Student Center (https://student.uwo.ca). BY EMAIL OR FAX Email or fax your completed Course Selection Worksheet to the Brescia Registrar’s Office at 519.858.5137 or brescia.hotline@uwo.ca</p>
<p>STEP #5: Register for Your Courses ON THE WEB Sign into your Student Center (https://student.uwo.ca). BY EMAIL OR FAX Email or fax your completed Course Selection Worksheet to the Brescia Registrar’s Office at 519.858.5137 or brescia.hotline@uwo.ca</p>	<p>STEP #5: Confirm Your Course Registration ON THE WEB Check your timetable on your Student Center under “My Class Schedule”. If you add or drop a course, your record is updated immediately. BY EMAIL OR FAX If you submitted your course requests through the Brescia Registrar’s Office, confirmation of your courses will be emailed to you as soon as your worksheet has been processed.</p>
<p>STEP #6: Confirm Your Course Registration ON THE WEB Check your timetable on your Student Center under “My Class Schedule”. If you add or drop a course, your record is updated immediately. BY EMAIL OR FAX If you submitted your course requests through the Brescia Registrar’s Office, confirmation of your courses will be emailed to you.</p>	<p>STEP #6: Tuition and Fees Payment See Tuition and Fees Payment information on page 13</p>
<p>STEP #7: Tuition and Fees Payment See Tuition and Fees Payment Information on page 13</p>	

Accessing Student Center

Instructions for Accessing your Student Center which is used for online course registration.



Password Tips

1. Don't share your password with anyone.
2. It is best to memorize your password – if you must write your password down, keep the paper in a secret place.
3. If you believe your password has been compromised, reset your password at: www.uwo.ca/its/resetPassword.html

1. Get your Access Code (formally PIN) from:

<https://studentservices.uwo.ca/secure/PIN/ChoosePIN.cfm>. You will need your Western Student Number, SIN or Ontario University Application Centre (OUAC) Number, and Birth Date to obtain your Access Code.

2. Obtain your Western Username and Password from the Information Technology Services (ITS) website at

<http://www.uwo.ca/its/activateAccount.html>

You will require your Western Student Number and your Access Code (PIN) to obtain your Western username and password.

3. Access the Student Center at <https://student.uwo.ca> by entering your Western username and password from “2.”. Remember to ensure that your computer cookies are enabled and your pop up box feature is set to allow pop ups from <https://student.uwo.ca>



We strongly suggest that you access Web Registration at least 1 hour prior to the closing time (midnight) in order to avoid the system shutting down before you finish registering.

Web Registration

Brescia students who have accepted an offer of admission from Brescia (new students) or are in good academic standing (returning students) can select courses online on or after their scheduled appointment date and time.

Access your Appointment Time/Date

Log into your Student Center account at <https://student.uwo.ca>

Select “**Enrollment Date**”.

Your appointment time/date is your earliest time/date for web registration.

APPOINTMENT DATES

First Year Students begin June 13 th	Fourth Year Students: June 22 nd –25 th	Third Year Students: July 6 th -9 th	Second Year Students: July 14 th -17 th
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Making Changes to your Registration



Any notices concerning course registration will be sent to students' Western email accounts (____@uwo.ca). It is important to verify timetable information online as changes in course times and locations may occur during the summer.

Throughout the summer, students may access the web registration panels and adjust their course selections and timetable until September 18, 2015.

Add/Drop: All Years

- Web course registration will be open until September 18, 2015 to allow for last minute changes. Go to Student Center to adjust course registration.

Residency Requirements

As a Brescia student you must enroll every year in a core number of courses at Brescia. **ALL students must select a minimum of 3.0 Brescia courses.**

All students are encouraged to take advantage of as many Brescia courses as possible. Within their degree program, students may only have 40% of their courses taken on main campus.

Courses must be taken at Brescia if they are offered at Brescia. If you are unable to enroll in a Brescia section of a course, you must obtain permission to take the course at King's, Huron or Western. To obtain special permission, please contact an Academic Advisor.

Courses that are not offered at Brescia, may be taken at King's, Huron or Western and do not require permission. You must consider courses at King's and Huron before adding a course at Main.



Do you want to forward your Western email to another account you use frequently? Go to: <http://www.uwo.ca/its/email> and select "E-mail tools" and then choose "Forward your Western E-mail".

Preliminary Year Courses 2014-2015

Successful completion of the Preliminary Year program requires a PASS standing in Interdisciplinary Studies 0015 and passing grade (50% or higher) in 5.0 full course equivalents chosen from the list below. Please note, not all courses will be offered in a given year.

Students enrolled in this program are required to register in:

INTERDISCIPLINARY STUDIES 0015: Success in the University Environment

This course is designed to provide students who are registered in the Brescia University College Preliminary Year with opportunities to learn new abilities and upgrade skills needed to achieve success in the university environment. Successful completion of Interdisciplinary Studies 0015 is required to pass Preliminary Year at Brescia.

1.5 lecture hours

In addition to the above required course, students choose 5.0 courses from the following list of courses:

BIOLOGY 0010: Biological Systems

In-depth study of the concepts and processes in biological systems. Students will study theory and conduct investigations in the areas of biochemistry, metabolic processes, molecular genetics, homeostasis, and population dynamics, Emphasis will be placed on the development of skills and knowledge needed for further study Biology and related fields.

2 lecture hours, 3 laboratory/tutorial hours, 1.0 course

CHEMISTRY 0010: Introductory Chemistry

This course is equivalent to 12U/OAC level chemistry, studying the nature of scientific activity and the explanation of chemical reactions, modern atomic theory and molecular structure.

2 lecture hours, 3 laboratory hours, 1.0 course

ENGLISH 0010: Literature and Composition

This course is designed to introduce the student to the study of literature, including poetry, short stories, novels and plays. This course will encourage a critical approach to literature, with special attention to essay writing skills.

3 lecture hours, 1.0 course

FOODS AND NUTRITION 0010: Introduction to Foods

An introductory course about foods and nutrition. Students will study nutrient content of food, food safety, and learn to apply nutrition recommendations throughout the life cycle. Emphasis will be placed on using credible resources of nutrition information.

3 lecture hours, 1.0 course

FRENCH 1002: Intensive French

Grammar, composition, oral practice. This course is designed for students beginning French, or having a limited knowledge of French.

5 tutorial/laboratory hours, 1.0 course

HISTORY 0012: Global History

Understanding the history of the 20th century world is an important element in participating in modern society. This course will examine the origins of the historical political, economic, social and cultural forces that shape the modern world. The emphasis in this course will be on ideas that govern actions, motivate people and provide structure to our understanding of the world

3 lecture hours, 1.0 course

INTERDISCIPLINARY STUDIES 1015F/G: Interdisciplinary Perspectives

An interdisciplinary seminar focusing on a current-issue or specialized topic, as selected by the instructor. Through focused class discussions and exercises, students will explore the topic from multiple perspectives while developing a core set of skills including information literacy, written and oral communication, and critical thinking.

3 lecture hours, 0.5 course

DIMENSIONS OF LEADERSHIP 1000B: Primer on Leadership

An introduction to various aspects of the study of leadership, with an emphasis on the theory and practice of leadership.

3 lecture hours, 0.5 course

MATHEMATICS 0105A: Precalculus Mathematics (half credit)

Set theory, functions and relations, trigonometry, logarithms and exponents.

3 lecture hours, 0.5 course

MATHEMATICS 0110B: Introductory Calculus (half credit)

Introduction to differential calculus including limits, continuity, definition or derivative, rules of differentiation, implicit differentiation, velocity, acceleration, related rates, maxima and minima, exponential functions, logarithmic functions, differentiation of exponential and logarithmic functions, curve sketching.

3 lecture hours, 0.5 course

MATHEMATICS 1229A/B: Methods of Matrix Algebra (half credit)

Matrix algebra including vectors and matrices, linear equations, determinants. This course is intended primarily for students considering the Social Sciences, but may meet minimum requirements for some Biological or Basic Medical Science programs.

3 lecture hours, 1.0 course

PHYSICS 0010: Introduction to Physics

An introduction to the concepts and theories of physics. Topics covered include the laws of dynamics and energy transformations; electrical gravitational, and magnetic fields; electromagnetic radiation; and

the interface between energy and matter. Students will also develop inquiry skills, and an understanding of the scientific method.

2 lecture hours, 3 laboratory/tutorial hours, 1.0 course

RELIGIOUS STUDIES 0011: Religious Quests in the Twentieth Century

An introduction to Religious Studies based on autobiographies and/or biographies of twentieth-century persons representing different religious perspectives and walks of life. Lectures, discussions of written materials and films

2 lecture hours, 1 seminar hour, 1.0 course

SOCIOLOGY 0012: Individual and Society

Focussing on the relationship between individuals and society, this course will provide students with a critical introduction to the themes of society, culture, diversity and identity.

3 lecture hours, 1.0 course

SPANISH 1030: Spanish for Beginners

Introduction to understanding, speaking, reading, and writing Spanish with emphasis on oral skills. Intended for students with little or no previous knowledge of Spanish.

4.0 hours, 1.0 course

WRITING 1020F/G: Writing: Introduction to University Essay Writing

A practical introduction to the basics of successful academic writing, designed for first-year students in all disciplines. Topics will range from grammar, sentence structure, and paragraphing to the principles of scholarly argument and research.

3 lecture hours, 0.5 course



Section #2: Tuition Fees and Financial Assistance



Tuition and Fees Payment



Tuition/Residence fees are due on August 17, 2015. Students can view their tuition/residence fee bill online. No fee bill will be mailed to students. If paying by installments, the second term fees are due by January 4, 2016. Refer to the Brescia Fee Schedule (**available online at:** www.brescia.uwo.ca/tuition) for more information on installment payments and payment options.

For more information regarding wire transfers from outside of Canada, contact Deb Van Belois in the Business Office (business@uwo.ca).

Payment Options

Tuition/Residence fee payments can be made:

- Online through your bank website or in person at most Canadian chartered banks– Bill Account Name is Brescia University College, the account number is the same as your student number
- By cash through the Business Office – no more than \$500.00 will be accepted
- By money order payable to Brescia University College
- By debit card through the Business Office – note your daily cash limit
- **Pay Online** – Using your Visa or Mastercard – see details at http://www.brescia.uwo.ca/tuition_scholarships/paying_your_bill/index.html

If paying online at a Canadian Chartered Bank, please **pay Brescia University College**, not University of Western Ontario.



View your online Tuition/Residence fee bill from the Brescia homepage at www.brescia.uwo.ca, go to “**Tuition and Scholarships**” – “**Paying Your Bill**” – “**Your Invoice**” (light blue button), available the beginning of August



Full-time students pay a set tuition fee if they are registered in 3.5 or more courses. Part-time students registered in 0.5 to a maximum of 3.0 courses are charged per course

If you decide to cancel your registration, please contact the Brescia Registrar's Office as soon as possible by email at brescia@uwo.ca

Ontario Student Assistance Program (OSAP)

Students who have applied for OSAP no later than June 30th, 2015 and all outstanding paperwork has been received at Brescia no later than July 4th, 2015 will receive an automatic deferral of fees as long as the first installment of OSAP is sufficient to cover the first installment of fees. Please do not wait for deadline dates to complete and submit your OSAP application and paperwork! Apply early! Students applying after June 30th cannot be assured that their OSAP funding will be available for September OSAP release.

Students whose first installment of OSAP does not cover the first installment of fees must pay the difference by the due date (**see tuition fees online at www.brescia.uwo.ca/tuition**). No deferment will be made for students appealing their OSAP assessment and whose first installment was insufficient to cover the first installment of fees, or received a "nil" assessment for OSAP.

Brescia's Bursaries and Scholarships

Brescia Entrance Bursary

These bursaries are awarded to first year students with no post-secondary degree or diploma, who demonstrate financial need who are entering first year programs at Brescia and have not attended Brescia previously. Students must be Canadian citizens, Permanent Residents of Canada, or have Protected Persons Status designation in Canada. Deadline to apply is October 15th.

Brescia Entrance Scholarships

Brescia students who have been awarded a Brescia scholarship should deduct the value of their scholarship from their fee payment. Remember, scholarships are awarded based on final grades (including prerequisites).

Scholarships for Continuing Students

Students who have received a continuing admission scholarship are eligible to retain this scholarship to a maximum of four years (at the same annual value). In order to retain this scholarship, students must:

- Remain registered at Brescia
- Enroll in and complete 5.0 courses in the previous Fall-Winter session.
- Maintain an 80% average on these courses

A complete list of scholarships and awards for upper year students can be found at http://www.brescia.uwo.ca/tuition_scholarships/scholarships/upper_year_scholarships_awards.html

Bursary Program for Continuing Students

Bursaries are non-repayable, taxable grants issued to students who demonstrate financial need. The General Bursary program is for non-first year students, first year students with a prior degree or diploma, or first year

students with prior studies at Brescia. Bursaries are generally awarded to Canadian citizens or permanent residents who are registered full-time at Brescia University College and have shown satisfactory progress in the previous year are encouraged to apply early. There are a limited number of bursaries available for part-time students and international students. The deadline to apply is March 31st, however, students are encouraged to apply early in the first term.

Section #3: Work it Out & Plan it Out



Course Planning



Courses ending in A/B are equal to 0.5 credit. Courses ending in E are equal to 1.0 essay credit. Courses ending in F/G are equal to 0.5 essay credit

This section gives you all the tools to help you with course selection, conflict free timetabling and finally course registration through Student Center. We encourage you to use the worksheets available in this section to properly plan your selection. If you work through these activities in advance of your enrollment appointment, you will be all ready to register when your enrollment opens.

Step 1: Doing a Degree Check

- To complete a degree check you will need to access your *academic record* using Student Center, and a *copy of your module* from the Western academic calendar on Brescia's website.
- **Start by checking your overall Degree requirements:**
 - **Count the number of courses you have completed.** (Students completing a 3YR Degree must have 15.0 courses, and students completing a 4YR Degree must have 20.0 courses) This will let you know how many courses you still need to complete.
 - **Count the number of first year (1000 level) courses you have.** (Students need 5.0 courses from the 1000 level, and can't count more than 7.0 courses from the 1000 level towards their degree)
 - **Check the number of Essay courses you have completed** (courses labeled E, F or G) Students need to complete 2.0 Essay designated courses (at least 1.0 from 2000 level or above)



Brescia courses are typically sections 530-539.

Sections 230-239 are Brescia Blended Online and in Class.



Helpful hint: You can find a list of Category C courses on our website

- o **C** student must complete 1.0 course from Social Science (Category A), Arts and Humanities (Category B) and Science (Category C) to graduate.
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- e**
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Looking for an elective without a prerequisite? Typically courses, numbered 20—and 21—do not have prerequisites – check the course descriptions.

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Read the course descriptions carefully and watch for pre-requisites, anti-requisites and co-requisites. Forget what they mean? See Page 33

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It isn't necessary to take all of your module requirements in one year. In Academic Advising we recommend taking between 2 and 3 required courses per module, and add some electives to balance your course load.

- **Next, check** the academic calendar, highlight or check off the courses you have already taken that meet the module requirements.
- **Your Module Requirements:**
 - Write down the courses you still need for your module. Also make note if you are missing any of the requirements from above.
 - After completing this exercise you will have an idea of what courses you should be taking this year. If you are a second or third year student, you may be able to make a preliminary plan for future years as well.

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Step 2: Course Selection

- To complete course selection, you will need the following: The **Western Calendar** (online), and your **completed degree check** (from above).
- Using the Western Calendar, read course descriptions on the courses you still have to complete for your module.
- Write down courses that you are required to take, and also make selections if your module gives you options (i.e. In the Major in English Language and Literature you might see this: 1.0 course from: English 2200F/G, 2210F/G, 2220F/G, 2230F/G, 2240F/G, 2250F/G.)
- Choose courses that will also meet your Degree requirements – ensure you are choosing courses that represent all categories, your essay requirements and ensure you don’t have more than 7.0 first year courses.
- Select Electives – your chance to take courses outside of your modules. See box below regarding electives.

Why do I have to Choose Electives?

Every student in every program is going to have to do some electives towards their degree – but they can be fun. Here are some reasons why you should take electives:

- Well Rounded Education! – Even if you are in a Science Degree, there is value to Liberal Arts Education
- Exploration – you will never know if you have a passion for a subject area if you don’t try new things!
- Enhancing interests – taking courses that compliment your other interests
- Boost your resume – maybe taking a French class could help the long run.



Ensure you have a “balanced load”. This means that you have an equal number of courses in the fall term and in the winter term. Courses ending in “A” or “F” are first term courses. Courses ending in “B”

Free Timetable

- Using the Timetable Planner (page 23), plot the courses you have selected to take under the correct day and time. Remember, a full time student may take a **maximum of 5.0 courses**.

- Ensure that you have selected a **minimum of 3.0 Brescia courses in your schedule**. If your selected courses are offered at Brescia, you must take the course at Brescia. In building your timetable, you may wish to schedule your Brescia and required courses first.
 - Courses that are not offered at Brescia, may be taken at King's, Huron or Western if they are open to all students. Brescia has worked closely with King's and Huron to ensure that there are many options for courses throughout the three affiliate campuses. Please see if the course you wish to take is offered at King's or Huron before selecting a course on the Main Campus. Students are advised to select their courses carefully. Many departments at Brescia have created a rotating schedule of course offerings to ensure that Brescia students can fulfill their residency requirement. Within a students' degree program only 40% of the courses may be taken through the main campus.

- Transfer your conflict-free timetable to the Course Selection Worksheet (page 25). Refer to the sample timetable and worksheet.
 - When filling out the Course Selection Worksheet, be sure to include the following information in the appropriate column:
 - i. **Subject and Course Number**
 - Example: English 2033E
 - ii. **Lecture Section**
 - Some courses may also have a Tutorial or Laboratory.
 - iii. **Class Number**
 - Lectures, Tutorials and Laboratories will each have a different class number
 - Example: FoodNutr 3400B
(530) Lecture = 13336
(531) Lab = 13338



It may be useful to select a couple of alternate courses in case your first choice(s) are unavailable.

Step 3: Creating a Conflict

Troubleshooting Your Registration

As you use the online system, you will receive a green checkmark if the course enrollment was successful. You will receive a red X if there is an error. Listed below are common errors and how to troubleshoot.



If you are still having trouble, please contact Brescia's Registration Hotline at brescia.hotline@uwo.ca

If you can't add any courses to your term...

- If you are searching courses by class numbers taken from the timetable and they aren't coming up, or if you aren't able to enroll in any courses – check to ensure that your Term is right in Student Center. Ensure you have changed your term to Fall/Winter 2015.
- **No Valid Appointment Time** – If you receive this message, you can check to see that you are enrolling on or after your enrollment date, if your term is incorrect, or if you haven't submitted an Intent to Register form. (If you did not complete an Intent to Register form, you will need to contact your Academic Advisor)

If you are having trouble enrolling in one your courses, you may receive one of the following messages:

- **Time Scheduling Error** – this message indicates that the course you are adding conflicts with another class you have already added. (Hint: the class it conflicts with will be identified by class number in the error message) You will need to check your timetabling and select another section or course in order to fix this error.
- **Missing Prerequisite** – this error indicates that you do not have the prerequisite for the course you are trying to add. You will need to select a new course that you are qualified to enroll in. If you do have the prerequisite or if you received the prerequisite in a transfer credit, you will need to call the registration hotline to get added to this course.
- **Restricted/Priority** - this message indicates that the course you are trying to enroll in is reserved or priority to students enrolled in a specific program. Priority courses can be added when priority lifts on July 25. Courses that are restricted will not open up to students outside of the intended program. Check your program, and select another course.





If a Brescia course does not fit with your schedule, see if the same course is offered at King's or Huron. The full Affiliate Timetable is published on the Brescia website: www.brescia.uwo.ca/academics/register-for-classes/fall-winter-registration.

- **Maximum Unit Load Exceeded** – this message indicates that you have attempted to add too many courses to your schedule – check to ensure you have balanced your courses within terms (ie A/B and F/G courses).
- **Retaking a course** – the system will warn you if you are retaking a course to ensure that you are aware of Western’s repeat policy. (If a student wishes to repeat a course, the second attempt grade will stand on your record)

If you receive an error message that can’t be explained above, or if you have received special permission to enroll in a course, you can contact Brescia’s Registration Hotline. When contacting the hotline please have your student number and the course and class number you are trying to add ready to ensure quick assistance.



If you receive the error message “Hold on Record”, check your Student Center for any Service Indicators. You can find this by clicking on the  or  image on the top right hand corner. If you have outstanding fees, you will not be able to register for your courses until these are paid.

Special Permissions:

If you are unable to add a course through web registration and are not sure why, you may need to request special permission. When requesting special permission, include your student number, the course and class number, and the reason why you need special permission. Read below to see where to request special permission. Typical requests might include:

- **Special Permission to take a course without the Pre-requisite:** This will need to be approved by the department counselor that houses the course, and then by your advisor at Brescia.
- **Special Permission to Overload:** In rare circumstances students may be approved to take more than 5.0 courses in an academic year. This must be approved by your advisor at Brescia.
- **Special Permission to take a course restricted to students at another campus:** This will need to be approved by the department counselor that houses the course, and then by your advisor at Brescia.

NOTE FOR TRANSFER STUDENTS:

Students with transfer credit may have difficulty using the online system, because web registration will not recognize any prerequisite courses that have transferred. If you are a transfer student and you are having difficulty, please contact the registration hotline.

Where to start with Career Exploration?

The Student Life Centre receives a lot of questions from students in all years around career exploration, how to learn more, and where to start. Career exploration is a big topic and is very different for each individual. One of the best ways to start thinking about careers, what you may want to do in the future, and how to get there is to start at the foundation.

What are your interests? What are you interested in? What courses or extracurricular activities could you join to learn more about your interest area and if you want to pursue it?

Start by brainstorming a list of things you are interested in; this could include topic areas, hobbies, or anything that you find interesting.

Next, look through the course offerings to see if there are any courses available that relate to your interests; or a course that you see that you think would be interesting. Make a list of these courses including the page number so you can refer back to them when choosing courses and fulfilling requirements.

Now that you have created a list of interests and of potential courses to pursue these interests, create a list of other ways you can explore your interests to determine if they are a good fit for you. You may want to get involved at Brescia through a club, volunteer opportunity, or Student Life program; or you may look to the broader community for employment, placements, or local teams.

With all of this information brainstormed and gathered it is important to write down what your goals are for this year at Brescia. It may be stepping outside your comfort zone, joining a Student Life program, or taking a course in a new area. Whatever you choose, write them down and reflect back on them throughout the year to keep you on track.

The Student Life Centre wishes you a successful year!



Career Exploration and Course Planning Tool

My Interests:	
<ul style="list-style-type: none">••••••	
Courses I could take to learn more about my interests: <ul style="list-style-type: none">••••••	Extracurricular activities where I could try out my interests: (Experience, Clubs, Volunteering, Placements, Employment, & Teams) <ul style="list-style-type: none">••••••
My goals for this year at Brescia:	
<ul style="list-style-type: none">•••	

The Student Life Centre

bucstudent.life@uwo.ca • MSJ 119

http://www.brescia.uwo.ca/campus_life/student-life/index.html

TIMETABLE PLANNER

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
EVENING					

SAMPLE: TIMETABLE PLANNER

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30		French 1910 Section 530 12194	English 1020E Section 532 12274	French 1910 Section 530 12194	
9:00					
9:30			English 1020E Tutorial Section 533 12276	French 1910 Section 531 31190	
10:00					
10:30					
11:00					
11:30					
12:00					
12:30				Psychology 1000 Section 532 12334	
1:00					
1:30		Psychology 1000 Section 532 12334			
2:00					
2:30					
3:00					
3:30				History 1403E Section 530 12576	
4:00					
4:30		History 1403E Section 530 12576			
5:00					
5:30					
6:00					
6:30					
7:00	Sociology 1020 Section 532, 533				
EVENING	12582, 12584 Lec - 7pm-9pm Tut - 9pm-10ppm				

BRESCIA UNIVERSITY COLLEGE

2015-16 Course Selection Worksheet

Name _____

Student # _____

Address _____

Year and Program _____

I would like to receive confirmation via:

Day Phone _____

Select one: Email Telephone

E-mail _____

Fax # _____

It may be necessary to adjust your timetable if we are unable to accommodate your choices.

If you are unable to submit courses through the Web Registration System, you may fax, mail, or deliver this form to:

Brescia University College
Registrar's Office
1285 Western Road
London, ON
Canada N6G 1H2
Fax: 519-858-5137

*Please Note: Courses will not be added prior to your Appointment time. Please allow one week for processing.

SELECT COURSES WHICH CREATE A CONFLICT FREE TIMETABLE

	Subject	Course Number	Lecture Section	Class Number for Lecture Section	Laboratory Section	Class Number for Laboratory Section	Tutorial Section	Class Number for Tutorial Section
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

BRESCIA UNIVERSITY COLLEGE

2015-16 Course Selection Worksheet

Name _____

Student # _____

Address _____

Year and Program _____

I would like to receive confirmation via:

Day Phone _____

Select one: Email Telephone

E-mail _____

Fax # _____

It may be necessary to adjust your timetable if we are unable to accommodate your choices.

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*Please Note: Courses will not be added prior to your Appointment time. Please allow one week for processing.

SELECT COURSES WHICH CREATE A CONFLICT FREE TIMETABLE

	Subject	Course Number	Lecture Section	Class Number for Lecture Section	Laboratory Section	Class Number for Laboratory Section	Tutorial Section	Class Number for Tutorial Section
1	English	1020E	532	12940			533	12942
2	French	1910	530	12870	531	13164		
3	History	1403E	530	13098				
4	Psychology	1000	530	12982				
5	Sociology	1020	532	13102			533	13104
6								
7								
8								
9								
10								
11								
12								

SAMPLE

Section #4: Student Resources



Online Student Resources

Western Email

Your Western email address is very important! It is the primary mode of communication between us and you. We use your Western email address to contact you for a variety of reasons, and as such it is very important that you check it regularly. It is possible to have mail forwarded from that account to another that you use frequently—whatever you do, be sure you are receiving messages sent to your Western account on a frequent and regular basis. You may miss receiving important information if you don't!

Access your Western email through <https://iwc.uwo.ca>

If you are having trouble logging on, or don't know how to set up your account, please visit the Western ITS department. Their website is the best place to start:

<http://www.uwo.ca/its/>

Brescia Website

You can view program modules, course outlines, financial information, timetables, Brescia contacts, student services information, hours of operation for various offices, faculty information, and important notices such as class cancellations. The Brescia website is a good place to check first for answers to all of your questions.

www.brescia.uwo.ca

Student Center Website

Use this website to update your address and phone numbers, view your application status, check your tuition account, view your class schedule, add or drop classes, view grades and academic summaries, apply to graduate, and view transfer credits.

<https://student.uwo.ca>

Western Registrar's Office Website

Visit this site to order transcripts, view timetables, search for available courses, and other valuable information.

www.registrar.uwo.ca

Brescia Resources

REGISTRAR'S OFFICE

Contact Info:

St. James Building, Room 12

Tel: 519-858-5151

Fax: 519-858-5137

Email: brescia@uwo.ca

www.brescia.uwo.ca

Admissions, Liaison, Campus Tours
brescia.liaison@uwo.ca

Academic Advising & Registration Issues
brescia.hotline@uwo.ca

General Inquiries
brescia@uwo.ca

BERYL IVEY LIBRARY & COMPUTER LAB

Contact Info:

St. James Building

Tel: 519-432-8353 Ext. 28250

A new facility (opened 2006) that houses a collection of nearly 70,000 volumes to which additions are continually made. There is attractive and comfortable reading space, individual carrels for quiet study, and multi-media group study rooms for project work. The other 10 Western libraries can be searched from Brescia. The Brescia library operates a computer lab, which offers several general word processing packages and internet access, as well as specialized software in support of specific courses. Computers may be reserved in advance. The library is a wireless hotspot.

RESIDENCE

Contact Info:

Paige Doherty

Tel: 519-432-8353 ext. 28156

Email: brescia-res@uwo.ca

Brescia's new state-of-the-art residence opened in August 2013. Living at Brescia is a memorable experience and the best way to connect to the community. Living among peers who share classes, interests, and experiences helps to ease the transition to university life. It is a living/learning community and a safe place to call home.

The front desk is staffed 24 hours a day and Residence Assistants live on floors and are trained to provide support and resources to all residents. There are many opportunities to get involved in residence life. There are theme floors, building wide programming, and Brescia events throughout the year. There are also leadership positions open on the Brescia University College Residence Council.

The safety, comfort and convenience that on-campus accommodation provides is what entices most students to residence. It is the lasting friendships, picturesque scenery and upper-year opportunities that keep residents returning each year.

STUDENT LIFE CENTRE

Contact Info:

Email: bucstudent.life@uwo.ca

Web: slc.bresciauc.ca

Twitter: @Brescia_SLC

The Student Life Centre provides programs and information that support students' academic, career, and leadership aspirations, as well as personal growth and development.

They are a hub of connection linking all aspects of **Student Development + Student Learning** understanding how students learn, develop, & grow in order to support a learning experience that emphasizes the whole student.

The Student Life Centre delivers programs & services that:

- Advance student development
- Enhance learning
- Foster student leadership

While ensuring our Brescia students are:

- Safe and well
- Academically engaged
- Taking advantage of high impact educational experiences
- Graduating with a sense of purpose
- Have a positive affiliation with Brescia

Through the Student Life Centre students can get involved with programs and events, seek out support and resources, and build their skills in the areas of:

Career Development
Learning Enhancement
Orientation and Transition
Leadership and Involvement
Mental Health and Wellness
Experiential Education
Everyone will graduate university with a degree.
What is going to set you apart?

Let the Student Life Centre help you stand out from the crowd and make your mark at Brescia!

BRESCIA STUDENTS' COUNCIL

Contact Info:

St. James Building, main floor

Tel: 519-433-9301

www.bucsc.ca

The Brescia University College Students' Council is a student organization that is active at Brescia as well as across the Western community, and works to represent the students at Brescia and on committees at Western and its Affiliates. The BUCSC organizes many of the social events you will be involved in during your time at Brescia, such as Orientation Week, Homecoming, Brescia Ball, Student Appreciation Week, and Brescia Bowl - annual flag football game against Western residences. The BUCSC also runs various awareness weeks specific for our students' needs. The Students' Council is a link to getting involved at Brescia and Western; various positions will be open for both first year and upper year Brescia students in September.

CHAPLAINCY TEAM

Contact Info:

St. James Building, Room 151
Catherinanne George Ext. 28258

Chaplaincy service recognizes the importance of a healthy spirit to the successful development of values, character, relationships and direction. The chaplaincy department recognizes the enrichment and blessing that our multi-cultural and multi-faith student body brings. Therefore program development is flexible, inclusive and open to address the real needs of our students. Sacred space for prayer is provided for our Muslim students. Religious services for Roman Catholic students are available on our campus. At the heart of chaplaincy service is the mission and vision of Brescia to assist students to grow in wisdom, compassion and justice for all in an inclusive community which promotes human development, respect, dignity and compassion towards all.



Quick Reference

IMPORTANT PHONE NUMBERS

Brescia Registrar's Office	519.858.5151
Brescia Business Office	519.432.8353 ext. 28308
Financial Aid	519.432.8353 ext. 28382
Academic Advising	519.858.5151
Brescia Residence	519.432.8353 ext. 28156
Student Services	519.432.8353 ext. 28011
Brescia Registration Hotline	(519) 432.8353 ext. 20113 brescia.hotline@uwo.ca

IMPORTANT WEBSITES

Brescia's Homepage	www.brescia.uwo.ca
Western's Homepage	www.uwo.ca
2015 Academic Calendar	www.westerncalendar.uwo.ca
2015-16 Brescia Timetable	http://brescia.uwo.ca/academics/register-for-classes/fall-winter-registration/
2015-16 Western/King's/ Brescia/Huron Timetable	http://www.registrar.uwo.ca/course_enrollment/timetables.html
Access Code (PIN) Help	https://studentservices.uwo.ca/secure/PIN/ChoosePIN.cfm
I.T.S.	www.uwo.ca/its
Student Center	https://student.uwo.ca
Brescia Tuition Fee Schedule	http://www.brescia.uwo.ca/tuition_scholarships/paying_our_bill/index.html
Western Email	https://iwc.uwo.ca

2015-2016 Brescia Registration Guide

Course Description Course Numbering

0001-0999 Pre-University level introductory courses*

1000-1999 Year 1 Courses

2000-4999 Senior-level Undergraduate courses;
2200 and higher often require prerequisite courses

*These courses are equivalent to pre-university introductory courses, and may be counted for credit in the student’s record, unless these courses are taken in a preliminary year.

Suffixes

No suffix full course not designated as an essay course

A first term half course

B second term half course

A/B first and/or second term half course

E essay FULL course

F first term ESSAY half course

G second term ESSAY half course

Antirequisite

Antirequisite courses overlap in course content such that both cannot be taken for credit. When you take a course that has an antirequisite, you will lose credit for the first course attempted.

Prerequisite

A prerequisite is a course you must successfully complete before registering for credit in a desired course. You must satisfy the course prerequisites that appear in course descriptions. There are many courses without prerequisites.

Corequisite

A course which must be taken concurrently with (or before registration in) the desired course. Your course selection may be deleted without warning if you do not have the requisites and you do not have prior written special permission waiving the requisites.

Blended Course (sec 230-31)

A course that has both online and in class components. This class may not meet weekly. Brescia’s section 230-31.

Essay Courses (E, F, G)

Essay courses require more written assignments than other courses.

Full –year introductory essay courses, for example, require the completion of written assignments that total at least 3,000 words, or about twelve typed, double-spaced pages, or 5,000 words for a senior course. See also Graduation requirements for the 3-Year BA in the Academic Calendar.

Abbreviations for Affiliate Buildings

BR – Brescia University College
UH – Ursuline Hall (Brescia)

KC – Kings University College
HC – Huron University College

Course Sections

230-231 – Brescia Blended Online and In Class
530-539 – Brescia Sections
550-559 – Huron Sections
570-589- King’s Sections

Residency Requirement

All Brescia students are required to take 3.0 courses annually at Brescia. If a course is offered at Brescia, that section must be taken through Brescia. If you are having difficulty meeting this requirement, (a) look to see if there is an affiliate course to substitute, (b) submit an official residency waiver to the Brescia Registrar’s Office http://www.brescia.uwo.ca/academics/Register/residency_requirements.html

Western Main Campus Timetable

Students needing main campus courses can see Western’s course offerings through the online Western timetable linked below. http://www.registrar.uwo.ca/course_enrollment/timetables.html